Annual Effort Certifications and Cost Sharing Effort Certifications

On **August 8, 2016**, Effort Certifications and Cost Sharing Effort Certifications were generated for review and approval by principal investigators (PIs) and fiscal administrators (FAs). As a reminder, please complete these certifications by **September 30, 2016**.

**Effort Certifications**
Salaries and wages paid from a project account and processed through the Kuali Financial System (KFS) Labor Ledger must be certified through KFS on the Effort Certification eDoc (EC). ECs were created for each UH employee who was paid salaries and wages for services performed during FY2016 from a federal extramural account. These ECs are saved in the PIs' action list for review and approval then routed to the FAs. Similar to last year, PIs can now revise the amounts directly on the EC, which will automatically generate an Effort Certification Salary Transfer eDoc (ECST). The corresponding ECST will appear on the EC for the FA to prepare the appropriate adjustments. Please refer to the **Effort Reporting Training Manual** for detailed instructions on reviewing ECs and processing related ECSTs if applicable.

**Cost Sharing Effort Certifications**
In addition to the KFS ECs, PIs who have cost shared effort must certify these amounts for their extramural awards on an annual basis. For Cost Sharing effort (recorded through a Distribution of Income and Expense (DI) in the KFS cost share sub-account), an online certification is available for the PIs to review and approve. PIs who are required to certify Cost Sharing effort should have received an email notification with instructions to access the online certification using their UH username and password. Although FAs are not required to approve these certifications, they are able to view outstanding certifications to assist their PIs.

ORS will follow up on all outstanding certifications and may escalate the matter to the appropriate deans/directors or suspend account activity, if necessary. For Cost Sharing ECs, FAQs have also been posted to the ORS website.

Please contact ORS Compliance at compliance@ors.hawaii.edu with any questions.
A helpful hint when including the date of the Official Rate Agreement for Indirect Costs and Fringe benefits in your documentation: There may be periodic changes/updates to the Indirect Cost or Fringe Benefit section(s) which will necessitate a change to the agreement date. In order to find the current agreement date, please go to the ORS website at http://www.ors.hawaii.edu/index.php/apply/budget-development/indirect-costs and click the link for the "Official Rate Agreement". The link as of this newsletter is http://www.ors.hawaii.edu/files/Rate_Agreement_06-15-16.pdf.

With the establishment of a single terminal vacation leave pool for the University of Hawaii (UH) in fiscal year 2017, vacation transfer entries for employees within the UH system transferring between UH departments are no longer required. Upon termination, resignation or retirement from a position at UH, any terminal vacation balance will be paid from the terminal vacation pool. The terminal vacation pool will also be charged for any UH employees transferring from a position with vacation accrual to a non-vacation accruing position within the UH system, or transfers from a UH system position to another state or county agency.

All amounts from the G2 Form, Application for Transfer of Vacation and Sick Leave Credit or Payment in Lieu of Vacation, will be recorded to the terminal vacation pool account.

Refer to UH Administrative Procedure, AP 8.686, Terminal Vacation Payout for additional information, including vacation transfers for employees transferring from a state or county agency.

Should you have any questions, please contact Joanne Yama, Associate Director of Cost Studies, at jyama@hawaii.edu, or (808) 956-9242.

The Research and Training Revolving Fund (RTRF) contains the overhead returns the University of Hawaii (UH) collects based on UH negotiated federal Facility & Administrative rates charged to extramural awards, while the Effort Percentage is an estimated percentage of a person’s full time equivalency (FTE) that they will be spending on a particular project compared with all other university obligations.

RTRF

The RTRF allocation is based on the agreed upon RTRF allocation percentage split among multiple principal investigators (PIs), co-PIs, and key personnel provided in the myGRANT proposal development document. The RTRF Allocation Percentage is located in the Combined Credit Split area on the Key Personnel tab in the myGRANT proposal development document.

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At the end of each fiscal year, ORS takes a snapshot of this field from the most recent award record and uses the distribution recorded at the time to allocate the RTRF to appropriate units associated with project personnel. It is important to ensure that you come to an agreement with your collaborators as to the percentages recorded in the proposal development document as it does have RTRF allocation significance at the end of each fiscal year.

Instructions on completing the RTRF Allocation Percentage:

1. Enter the agreed upon percentages by person. The percentages must total to 100%.
2. For each person, based on a total of 100%, allocate the credit given to each of their units.

**Effort Percentage**

The Effort Percentage is also located in the Combined Credit Split area on the Key Personnel tab in the myGRANT proposal development document. The allocation is based on the portion of time dedicated to a project in relation to a person’s overall commitments for the year.

This calculation can be important when budgeting time and calculating cost sharing commitments.

Instructions on completing the Effort Percentage:

1. Next to the key person’s name, assign an estimated percentage of effort that will be dedicated to the project in question. Please take into account other projects, writing, classes, etc. This percentage is unique to the individual and does not need to total to 100%.
2. If the key person has only one unit, enter “100” next to the unit. If the key person has multiple units, allocate the percentage of effort among the key person’s units. This needs to total to 100%.

Note: For personnel that do not have a default unit or want to give credit to different one, units can be added in the Unit Details area under the person’s name.

Key People are not included in the credit split by default. To include a Key Person, click on the button “show unit details” in the Unit Details area under the person’s name.
We have captured over 1,600 keywords from proposals created in myGRANT after the release of this new field. The keyword field contains a database of terms from the Community of Science from which a keyword can be selected. The plan is to use this data to assist in connecting faculty members for collaboration purposes. We continue to encourage our faculty and support staff to enter keywords in each proposal to help gather this information.

How to enter keywords:
1. Click into the keyword field and start entering a keyword.

2. As you type, the system provides recommends possible keywords and the list will narrow as you type.

3. Once you find the keyword that you are looking for, click on it.
To add another keyword, remove what you have previously typed and start entering the new keyword.

To remove a keyword, locate a selected keyword marked with a check and click on it to remove.

If you have any questions, please contact ORS Helpline at helpline@ors.hawaii.edu or (808) 956-5198.

ORS is proud to provide continuing education programs to assist principal investigators, fiscal administrators, administrative officers, and research administrative staff to better understand the contracts and grants process.

The Grants & Contracts Certification Program consists of seven (7) modules. Topics for this certification program include:

- Research Administration Overview, Funding Opportunity Search, Budget & Proposal Development, Conflict of Interest (COI), and Human Trafficking & Public Access Requirements
- Facility & Administrative Costs (Indirect Costs), Cost Sharing & Program Income
- Financial & Administrative Compliance and Subrecipient Monitoring
- Reviewing, Negotiating, and Approving Awards, Receiving & Administering an Award, and Project Closeout
- NEW: Research Corporation of the University of Hawaii (RCUH) Finances
- RCUH Human Resources for UH Project Accounts
- Research Compliance, Export Controls, Environmental Health & Safety Office (EHSO), Data Management, Risk Management, Human Studies Program (HSP/IRB), and Institutional Animal Care & Use Committee (IACUC)

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The program for this fall includes five in-class sessions on Wednesdays, September 14, September 28, October 12, October 19, and October 26, 2016 from 10:00 am – 1:00 pm at the University of Hawaii at Manoa in Kuykendall 201. There are also two online modules that may be taken from your work or personal computer at any time.

Live broadcasts of the Kuykendall sessions will be made available to Kapiolani Community College, Honolulu Community College, Leeward Community College, and UH Hilo. Dial-in is available for the other campuses.

The registration deadline for the fall session is Friday, September 2, 2016. Please register online at: http://www.ors.hawaii.edu/index.php/gccp-fall-2016?view=event.

For more information on this fall’s certification program, visit us at http://www.ors.hawaii.edu/index.php/education-a-training/108-for-adminfiscal-officers-aofo-and-sponsored-program-staff.

How do I register for National Institutes of Health Electronic Research Administration (NIH eRA) Commons or National Science Foundation (NSF) Fastlane?

You can register through ORS’ Helpline portal: http://www.ors.hawaii.edu/helpline/.

How do I submit my proposal to ORS once I have completed it in Fastlane?

Once you log in to NSF Fastlane, access the “Proposal Actions” screen. From there, select your proposal number in the list, and click the “Allow SRO Access” button. If there are any errors or missing components in your proposal, you should receive a proposal errors screen. When errors have been corrected, you will get to the “Sponsored Research Office (SRO) Access Control” screen, click the “GO” button next to “Allow SRO to view, edit and submit proposal.” The appropriate ORS Contracts & Grants Specialist will be notified that your proposal is ready to submit.

Please note that you will also need to submit a myGRANT proposal development record and attach the full NSF Fastlane proposal there. To do this, on the “Proposal Actions” screen, click the “Print” button, then the “GO” button next to “Print Entire Proposal.” This will generate a full PDF copy of your proposal, which you can then attach to the myGRANT proposal development record under “Abstracts and Attachments”.

ORS Grants & Contracts Certification Program, Fall 2016—Open for Enrollment (Continued)