From the Director’s Office

Aloha Kākou,

**Season’s Greetings**

The University of Hawai‘i has finalized the responsible conduct of research (RCR) plan to meet the National Science Foundation’s (NSF) requirement effective January 4, 2010. The details of the plan will be sent to the chancellors and posted on the ORS and UH Manoa Office of Vice Chancellor for Research and Graduate Education (OVCRGE) websites. In addition, National Institutes of Health (NIH) has just announced its RCR requirements effective January 25, 2010. We will notify all campuses as soon as the university finalizes the plan to meet NIH requirements.

During the holiday break, ORS will be open with limited resources. Please contact ORS Helpline at helpline@ors.hawaii.edu or 808-956-5198, should you need any assistance. Thank you in advance for your Kōkua during the administrative leave time.

Happy Holidays!

Mahalo,

Yaa-Yin Fong

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**National Institutes of Health (NIH) Responsible Conduct of Research (RCR) Requirements: NOT-OD-10-019**

National Institutes of Health (NIH) released its updated Responsible Conduct of Research (RCR) requirements—see policy details below. This applies to all NIH Institutional Research Training Grants, Individual Fellowship Awards, Career Development Awards (Institutional and Individual), Research Education Grants, Dissertation Research Grants, or other grant programs with a training component that requires instruction in responsible conduct of research as noted in the Funding Opportunity Announcement.

*(Continued on next page)*
National Institutes of Health (NIH) Responsible Conduct of Research (RCR) Requirements: NOT-OD-10-019 (continued)

Policy: National Institutes of Health (NIH) will require that all trainees, fellows, participants, and scholars receiving support through any NIH training, career development award (individual or institutional), research education grant, dissertation research grant receive instruction on responsible conduct of research. This policy will take effect with all new and renewal applications submitted on or after January 25, 2010, and for all continuation (Type 5) applications with deadlines on or after January 1, 2011. This Notice applies to the following programs: D43, D71, F05, F30, F31, F32, F33, F34, F37, F38, K01, K02, K05, K07, K08, K12, K18, K22, K23, K24, K25, K26, K30, K99/R00, KL1, KL2, R25, R36, T15, T32, T34, T35, T36, T37, T90/R90, TL1, TU2, and U2R. This policy also applies to any other NIH-funded programs supporting research training, career development, or research education that requires instruction in responsible conduct of research as stated in the relevant funding opportunity announcement.

For more details, please see the following link:


National Institutes of Health (NIH) New Application Instructions and Forms: NOT-OD-10-016

NIH announces the availability of new application instructions and forms for both paper-based PHS 398 applications (http://grants.nih.gov/grants/funding/phs398/phs398.html) and electronic SF 424 (R&R) applications (http://grants.nih.gov/grants/funding/424/index.htm). The new application instructions and forms must be used for applications with due dates on or after January 25, 2010.

For more details, please see the following link:

ORS Staffing Schedule: Administrative Leave Days

ORS will remain operational at minimum levels to provide essential services--extramural funds contracts & grants review/processing, post award financial reporting, and ORS Helpline services on: December 21 - 23, 2009 and December 28 - 31, 2009. ORS will be completely closed on: December 24, 2009.

We strongly encourage the Principal Investigators (PIs) to seek Administrative/Fiscal Officer’s (AO’s/FO’s) review and approval before the holiday break if they plan to submit proposals during this time.

Due to our staff’s rotational schedule, individual e-mail and voice mail accounts will not be checked during off-duty days. Please direct all inquiries to the ORS Helpline at helpline@ors.hawaii.edu or 808-956-5198.

For easy reference, please click the following link to review the ORS’ Administrative Leave Staffing Matrix:

http://www.ors.hawaii.edu/_cmx/cmx_article/articleView.asp?action=detail&ArticleID=15&Category=0

Thank you in advance for your understanding and cooperation.

Final Report Filing for December 2009

Administrative/Fiscal Officers (AOs/FOs) were asked to provide closeout confirmation, including final certified cost sharing reports and any required back-up documentation, for all awards that have final reports due during the administrative leave days (December 21, 2009 through December 31, 2009) and in early January (January 1, 2009 through January 6, 2009) by no later than Monday, December 14, 2009.

Please review your awards with final reports due during this period so that communication with the Principal Investigator and project staff can be made now to ensure timely closeout notification to your ORS accountant. The ORS accountants may also be contacting you with reminders of information they will need to file the final reports by December 18, 2009.

In accordance with APM A8.954 Project Closeout, if timely closeout confirmation is not received, ORS will file the final reports based on the information in FMIS as of December 18, 2009. Suspense items, suspended payroll and encumbrances will not be included in the final report and must be transferred out of the project account.

Please also note that December 18, 2009 will be the last day for the Research Corporation of the University of Hawai‘i (RCUH) FastTrack and FREDI feed, until the process resumes on December 31, 2009. Therefore, please submit requests as early as possible and contact your ORS accountant if there are issues that need to be addressed in the closeout of your award.
Updated APM A8.930 & A8.931: Services with the Research Corporation of the University of Hawai‘i (RCUH)

ORS recently issued updated administrative procedures regarding services with the Research Corporation of the University of Hawai‘i (RCUH). A summary of the changes are outlined as follows:

- Separated APM A8.930 into two separate APMs—A8.930 for internal service orders and A8.931 for revolving account service orders.
- Removed ORS from the review and signature process. Now the Chancellor, Vice President for the Community Colleges (VPCC), or their designees where applicable, will review and sign service orders before they are sent to RCUH.
- Clarified the responsibilities of Investigators, Fiscal Officers, Deans/Directors, Chancellors/VPCC or their designees, and RCUH in the management of service ordered projects and revolving accounts. This includes the Chancellor or VPCC authority over service orders and the process.
- Included the process for establishing a covered type position at RCUH (A8.930). This reflects the current practice of obtaining Office of Human Resources and Vice President for Research (VPR) approval via the Attachment B process.
- Revised the process for requesting an RCUH Direct Project (A8.930). This establishes that direct projects should be rare and prior approval must be obtained from the VPR and RCUH prior to the submission of a proposal to the sponsor.
- Included the OMB Circular A-21, Section J47 requirements for review of specialized service facilities or recharge centers and adjustment of rates for surpluses or deficits (A8.931).

As a courtesy, ORS will continue to accept the old service order requests form throughout the month of December. However, as of January 4, 2010 ORS will no longer approve service order requests and all service requests must use the new form as indicated in APM A8.931 and route through the appropriate office for approval.

*Should you have any questions regarding the APMs, contact Kevin Hanaoka, Cost Studies Manager, at hanaokak@hawaii.edu or 808-956-9242.*
ORS Forms for Multiple Investigators

In an effort to streamline paperwork requirements for projects involving multiple investigators, ORS has eliminated Form 5d—effective December 1, 2009.

Form 5c will still be required for projects with multiple investigators at the time a project proposal is submitted.

Please note the following changes to the updated Form 5c:

- Effort, per investigator, will be expressed in terms of months, rather than percentage. The feedback from the field was that months of effort are more straightforward than a percentage figure. A table with a drop-down field to indicate if the months are based on calendar, academic, or summer/overload months has been added.

- The RTRF % allocation, which was previously on Form 5d will be moved to Form 5c. Each Chair will certify/confirm that an investigator(s) from their department is being committed to the proposed project along with the RTRF % attributed to the investigator(s). The attribution or credit does not have to be the same as paid or cost shared effort. Attribution represents the investigators’ contribution or estimate of their portion of RTRF (a.k.a. indirect costs recovery).

- With the elimination of Form 5d, ORS will ask that the lead Principal Investigator reconfirm what was originally stated on the updated Form 5c-- that the effort and RTRF allocation listed remains as originally stated.

- The basic instructions on how to complete the updated Form 5c have been revised.

Should you have any questions, contact your ORS Pre-Awards Office at Manoa, Kaka'ako or Maui.

Do you have a Question or Comment for ORS?

Please feel free to contact us at the ORS Helpline:

Email: helpline@ors.hawaii.edu or Phone: (808) 956-5198
UH Responsible Conduct of Research (RCR) Plan

The University of Hawai‘i has finalized its plans to meet the National Science Foundation (NSF) new proposal & award policy and procedures guide—effective January 4, 2010.

We will register with the Collaborative Institutional Training Initiative (CITI) to utilize their interactive, online platform on the Responsible Conduct of Research (RCR). CITI’s multi-disciplinary approach allows us to effectively achieve appropriate training among our diverse campuses, and will be used to partially fulfill NSF’s requirement.

All undergraduate students, graduate students, and postdoctoral researchers who receive new, renewal or extension of NSF support on or after January 4, 2010 will be required to complete the CITI RCR online course within thirty days of the initiation of the support.

In addition to the online CITI course, individuals will be required to attend one RCR Interactive Session presented by institutional experts. Sessions will be offered by the office of Dr. Frank O. Perkins, the Assistant Vice Chancellor for Research and Graduate Education (OVCRGE) and Research Integrity Officer, at least twice a year to allow flexibility in fulfilling this requirement. A schedule of interactive sessions (along with specific requirement, date and location), will be posted on both the ORS and UH Manoa OVCRGE websites, when available.

The detailed UH/NSF RCR plan is available at:

http://www.ors.hawaii.edu/education-and-training.asp

National Institutes of Health (NIH) also announced it’s RCR requirements effective January 25, 2010. The university is currently working on the plan and will make the announcement as soon as it is finalized.

For more information please see NSF Proposal & Award Policies & Procedures Guide (PAPP), NSF 10-1:


Please direct questions or comments to:

Dr. Frank O. Perkins

Phone: 808-956-5909
The State Department of Health (HIDOH) has published an update to the federally negotiated indirect cost rates. The university has used these rates to claim indirect costs on federal pass-through awards it receives from HIDOH agencies.

The following rates should be used in new proposals to HIDOH from December 2009 until amended:

<table>
<thead>
<tr>
<th>HIDOH Agency</th>
<th>Rate*</th>
</tr>
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<tbody>
<tr>
<td>Health Resources Administration</td>
<td>14.0</td>
</tr>
<tr>
<td>Environmental Health Administration</td>
<td>13.7</td>
</tr>
<tr>
<td>Behavioral Health Administration</td>
<td>10.7</td>
</tr>
<tr>
<td>Health Status Monitoring Office</td>
<td>6.0</td>
</tr>
<tr>
<td>Planning, Policy &amp; Program Development Office</td>
<td>8.9</td>
</tr>
<tr>
<td>State Health Planning</td>
<td>9.2</td>
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<tr>
<td>Disability &amp; Communications Access Board</td>
<td>7.7</td>
</tr>
<tr>
<td>Developmental Disabilities Council</td>
<td>9.5</td>
</tr>
<tr>
<td>Office of Environmental Quality Control</td>
<td>11.5</td>
</tr>
<tr>
<td>Executive Office On Aging</td>
<td>11.8</td>
</tr>
</tbody>
</table>

*Base: Direct salaries and wages including all fringe benefits

Please note that we will post the HIDOH rate agreement link to the ORS website when available.

*Should you have any questions, contact Kevin Hanaoka, Cost Studies Manager, at hanaokak@hawaii.edu or 808-956-9242.*
2008 - 2009 Annual Executive Managerial Report

The 2008-2009 Annual Executive Managerial Report is now available on the ORS website:


The awards reported are those recorded in the ORS extramural fund awards database for the UH system. For each of the two major sections, Research and Non-Research Awards, tabulations are available by sponsor/funding agency and by the college/unit.

The dedication put forth in competing for these awards is truly a reflection of the caliber and national stature of our faculty.

Details and summary reports can also be accessed via the search engine for awards by: PI, school, and/or funding agency.

Should you have any questions, contact Mike Morimoto at mcmorimo@hawaii.edu or 808-956-4908.

ORS Helpline Frequently Asked Questions

I have a proposal submission that is due during the upcoming holiday administrative leave period. What should I do?

ORS will remain open with limited resources from December 21, 2009 to December 23, 2009 and from December 28, 2009 through December 31, 2009. We kindly ask that you obtain the Administrative/Fiscal Officer’s (AO’s/FO’s) review and approval prior to this holiday break, as many AO/FO offices will be closed. The ORS Helpline will remain open during this time to answer any questions and to direct calls.

For more information, please visit:

http://www.ors.hawaii.edu/_cmx/cmx_article/articleView.asp?action=detail&ArticleID=15&Category=0

Happy Holidays from ORS!