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Happy Lunar New Year!

National Institutes of Health Salary Cap Effective January 10, 2016

The federal budget resolution for fiscal year (FY) 2016 (signed into law on December 18, 2015) maintained the National Institutes of Health (NIH) Salary Cap at the Executive Level II. The Executive Level II, currently at $183,300, is scheduled to increase to $185,100 effective January 10, 2016.


If you have any questions, please contact David Kennedy, Director, Cost Policy – COGR at dkennedy@cogr.edu or call (202) 589-6655, ext. 4.

Fiscal Year 2016 Space Utilization Survey

Fiscal year (FY) 2016 is the base year for the Facilities and Administrative (F&A) Cost Proposal. As part of the cost proposal process, a Space Utilization Survey is being conducted. The space survey is one of the most important aspects of the facilities portion of the cost proposal. Space Coordinators for the various schools and units have been assigned and will be working to provide the functional usage of the spaces to support allocations of facilities usage. Information for the spaces has been obtained from the AiM system maintained by the Facilities Planning Office. ORS has developed a new interface system for the university to update space information in AiM. Instructions for the space survey have been distributed this month. Space coordinators for each college are being asked to complete and submit the updated survey information to ORS by March 31, 2016.

We are asking for the faculty to provide information to the space coordinators when requested, so that they can provide accurate data and complete the survey in a timely manner.

If you have any questions please contact Joanne Yama, Associate Director of Cost Studies, at jyama@hawaii.edu, or call (808) 956-9242.
As faculty work to find new sources of funding, there have been many requests for new compliance certifications from private funding sources that receive federal funds. There has been an increase in regulations that require applicants to certify that we comply with all of the federal regulations which will flow down with an award. It has come to our attention that some extramural funding agencies, who receive federal funding, are requesting Anti-Terrorist certification under Federal Executive Order 13224. This order prohibits contractors from providing material support or resources to any individual or entity that the contractor knows or has reason to know, advocates, plans, sponsors, engages in, or has engaged in terrorist activity. To comply with the order, some potential applicants are now required to complete an Anti-Terrorist Screening Request Form and submit it with their proposal before certain sponsors will enter into a contract with the applicant.

If you are asked to provide a signed certification regarding your participation on an extramural funding proposal, approval from the UH Office of Export Controls is necessary. Please forward the following documentation to Ben Feldman, UH Export Control Officer, at bfeldman@hawaii.edu:

1. A copy of the proposal; and
2. Names and citizenship of all key personnel involved with the proposal.

Once the UH Office of Export Controls receives your information, they will review the proposal for any potential export control issues, and conduct a Restricted Parties screening on all key personnel. After their review is complete, and as long as there are no potential issues, they will endorse the form and return it to you.

Upon receipt of the executed form, please attach it to your myGRANT proposal development document for your ORS Specialist to include in your application package. Please ensure that you provide this information well in advance of your proposal due date so that the UH Office of Export Controls has sufficient time to review and approve the screening form.

If you have any questions regarding the Export Control review process, please contact Ben Feldman at bfeldman@hawaii.edu or call (808) 956-2495. All other proposal questions should be referred to your designated ORS Specialist (http://www.ors.hawaii.edu/index.php/ors-assignments).

Please start reviewing your awards that have committed cost sharing to ensure that cost sharing activities are being properly and promptly recorded in the Kuali Financial System (KFS). Note that all cost sharing activities that occurred in fiscal year 2016 should be recorded as of June 30, 2016.

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Timely recording of cost sharing entries:

1. Ensures reasonableness of periodic cost sharing reported to sponsors. Certain sponsors require, or subsequently request, cost sharing to be reported with each monthly invoice.

2. Ensures that cost sharing information included in the annual effort certification is complete and accurate.

3. Eliminates errors and re-work that frequently result from rushing last minute adjustments.

For more information on recording cost sharing entries, please refer to the ORS November 2015 newsletter’s Quick Reference Guide for Recording Current Year Cost Sharing Entries in the Kuali Financial System. For specific instructions on how to record cost sharing entries, please refer to the ORS website: http://www.ors.hawaii.edu/index.php/start-up-a-manage/manage-award/cost-sharing-recording.

Note that the Uniform Guidance, CFR 200.306 states:

“Under Federal research proposals, voluntary committed cost sharing is not expected. It cannot be used as a factor during the merit review of applications and proposals, but may be considered if it is both in accordance with Federal awarding agency regulations and specified in a notice of funding opportunity.”

Voluntary cost sharing is discouraged as it increases administrative burden primarily on the principal investigator and fiscal administrator; reduces Research Training and Revolving Funds to support research infrastructure; and decreases the availability of UH resources for other purposes.

Should you have questions on cost sharing, please contact Suzanne Efhan, Projects Financial Services Manager, at efhans@hawaii.edu or call (808) 956-8163.

For myGRANT routing, do I need to add my co-investigators/key personnel’s department approvers to the proposal development document as ad-hoc approvers?

You do not need to add on these extra ad-hoc approvers. The system will automatically add the necessary approvers for co-investigators and they will be in parallel with the routing for the principal investigator. For key personnel, you have the option to add their department to the approval workflow, based on if the key person has a unit added under the “Personnel” tab.

You will still need to add ad-hoc approvers for financial/time commitments from other UH departments that are not already included in the routing.

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Can I set my own delegations for myGRANT workflow approvals?

You have the ability to set your own delegations for workflow approvals. Please note that these delegations will only apply to workflow approvals, not other tasks such as creating proposals.

To set up a delegation, click the “Delegation” icon on the myGRANT homepage:

Once you log in, click on the “Add a new delegation” button:

Add a new delegation

Enter the UH username, or use the “Lookup” tool to find the UH username of the person you want to add as a delegate. If this is a temporary delegation (for example, if you are going on vacation or sabbatical) you can enter the date range of when this delegation will be active, or you can leave it blank for an indefinite range. Check the box “I want to still be able to approve and get notifications” if you would still like to be included on the workflow and receive notification emails from myGRANT. If left unchecked, your delegate will replace you in the workflow and notifications from myGRANT will not be sent to you during the delegation period.

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When you are done, click the “save” button. The new delegate should now show up under “Delegations for ____”

You can always remove delegates by clicking the “x” next to the username of your delegate.

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Delegations for royceh

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Do you have any questions or comments for ORS?

Please contact us at the ORS Helpline:

Email: helpline@ors.hawaii.edu or Phone: (808) 956-5198