From the Director’s Office

Aloha Kākou,

Welcome back!

ORS is working with the Kuali-Coeus (KC) User Interface (UI) workgroup to improve the interface for myGRANT. The UI working group has identified quick fixes as well as a long-term prototype design. The due date for both to the KC functional council is at the end of March. We anticipate incorporating some of the quick fixes in the near future once they are released.

Furthermore, to prepare for the February National Science Foundation (NSF) and National Institutes of Health (NIH) rush deadlines, ORS is working tirelessly to update and improve the NSF and NIH guides that are currently available on the ORS myGRANT website. Please look for these updated guides in an upcoming ORS announcement.

As suggested by the ORS faculty advisory council, ORS is working on streamlining the process for the submissions of pre-proposals/white papers. In general, a principal investigator does not need to complete a myGRANT record during the pre-proposal stage unless it is specifically requested by his/her campus/school. Please see the article for details.

ORS is now settling into its new office at the Sinclair library, and we would like to invite the research community to come see us in our new facility. The Open House is on January 31, 2013, and everyone is invited to attend. Please see details in the article below. We look forward to seeing you!

Mahalo,

Yaa-Yin Fong

Director
ORS Sinclair Office Open House – January 31, 2013

The move to our new office at the Sinclair Library basement went very smoothly. We are grateful for the assistance provided by the University of Hawai‘i at Mānoa (UHM) Vice Chancellor for Research office, UHM Facilities, Informational Technology Services, custodial services, and the Sinclair Library staff for making the move possible.

It took us some time to orient to the new working environment. However with some adjustment, ORS' staff is now fully functional to support the research community. Our open house will be on January 31, 2013.

Please see the following link for open house invitation [http://www.ors.hawaii.edu/files/Open_House_Invitation.pdf](http://www.ors.hawaii.edu/files/Open_House_Invitation.pdf) and feel free to forward it to anyone who is interested in attending. We are looking forward to seeing you. If you cannot make it to the open house, you are welcome to stop by and see us at Sinclair Library Room 1. Our office may be accessed through the library main lobby by taking the left elevator down to level B, or by using the stairs behind the elevator to the basement. E komo mai!

Changes Coming to Research.gov

As you may know, the National Science Foundation (NSF) is transitioning a number of services from FastLane to Research.gov. NSF is committed to continuing to work with the research community and NSF awardees on achieving a smooth transition. Two significant changes will impact the research community in the coming months:

- The transition of annual, final and interim project reports to Research.gov; and
- The Award Cash Management Service (ACMS) coming to Research.gov.

What do I need to know now?

- NSF awardees must stop submitting project reports via use of FastLane starting on February 1, 2013. On March 18, 2013, NSF will transfer its current project reporting service from FastLane to Research.gov. Principal Investigators should pay particular attention to reports previously submitted and returned by their NSF Program Officer. Returned reports should be revised and resubmitted prior to February 1. To assist the research community with this transition, the overdue date will be extended for all project reports that are currently scheduled to become overdue between January 31 and April 30, 2013.

- Starting in January 2013, ACMS will be implemented for 38 research organizations. These organizations will begin using ACMS after the submission of their final Federal Financial Report to NSF. ACMS will be implemented for use by all NSF awardee organizations in April 2013.

Upcoming Research.gov Webinars

NSF is offering the following free webinars to its awardees to provide additional information regarding these important changes:

- January 24: ACMS: A New Approach to Award Payments

For more information, please see the attached webinar flyer. If you would like to participate in any or
National Institutes of Health (NIH) Public Access Policy

Since 2008, compliance with the NIH Public Access Policy has been a statutory requirement and a term and condition of all grant awards and cooperative agreements. The policy applies to any manuscript that:

- is peer-reviewed;
- and, is accepted for publication in a journal on or after April 7, 2008;
- and, arises from:
  - any direct funding from an NIH grant or cooperative agreement active in Fiscal Year 2008 or beyond, or;
  - any direct funding from an NIH contract signed on or after April 7, 2008, or;
  - any direct funding from the NIH Intramural Program, or;
  - an NIH employee.

NIH recently announced changes relating to this policy (NOT-OD-12-160). Starting in the spring of 2013, NIH will begin to delay processing of non-competing continuation grant awards if publications resulting from awards are not in compliance with the NIH public access policy. NIH’s tool called My NCBI must be used by principal investigators (PIs) to associate their publications with their awards in eRA Commons.

Additionally, NIH is simultaneously rolling out their replacement for eSNAP called RPPR (Research Performance Progress Report) for non-competing continuation grants and fellowships. The publication section of RPPR will be pre-populated with the publications listed in My NCBI and PIs will need to check off the publications that should be associated with their given progress report.

Timely and complete use of My NCBI is necessary to ensure that progress reports are in compliance with the NIH public access policy, and that NIH does not delay the release of continuing grant awards. To begin using My NCBI, please visit the following URL: [http://www.ncbi.nlm.nih.gov/books/NBK3842/#MyNCBI.Getting_Started](http://www.ncbi.nlm.nih.gov/books/NBK3842/#MyNCBI.Getting_Started).

If you have questions, please contact Jennifer Halaszyn, ORS Kaka’ako Satellite Service Center at [jhalaszy@hawaii.edu](mailto:jhalaszy@hawaii.edu) or (808) 692-1807 or Dawn Kim, ORS Compliance Manager, at [dawnkim@hawaii.edu](mailto:dawnkim@hawaii.edu) or (808) 956-0396.

Pre-Proposal/White Paper Submission Process

Currently, the process of pre-proposal and/or white paper submissions was not consistent among the university schools and campuses. In a recent meeting with the Faculty Advisory Council, a recommendation was made to create a consistent policy for pre-proposal submission.

A principal investigator (PI) does not need to create a myGRANT record at the pre-proposal stage. A myGRANT record will only be required when the PI is invited to submit a full proposal to the sponsor following white paper submission.

In general, prior to submission of a white paper to a sponsor, it is the PI's responsibility to obtain approval from both the Chancellor/Dean/Director, Department Chair, and their Fiscal Administrator (as appropriate) of any resource commitments, including, but not limited to, time and

(Continued on the next page.)
Pre-Proposal/White Paper Submission Process (continued)

effort and/or cost-sharing commitments. If the sponsor requires that the pre-proposal be endorsed by ORS, then approval of all such resource commitments (including but not limited to, time and effort and/or cost-sharing commitments, and third party commitments) must be provided to ORS. Such documentation should be submitted to the PI's designated ORS Grants Specialist. If the sponsor does not require endorsement of the pre-proposal by the authorized institutional representative, the PI must retain the commitment approvals on file and submit the same to ORS together with the full proposal once invited to submit.

ORS is in the process of finalizing the pre-proposal/white paper submission process in the APM. Once finalized, an announcement will be sent out.

In the interim, if there are any questions, please contact Darcie Yoshinaga at dsv@hawaii.edu or (808) 956-4806.

Use of National Aeronautics and Space Administration (NASA) Funds to Support Foreign Investigators' Travel

According to NASA’s Proposer’s Guidebook, NASA Proposer's Guidebook:

Per Section 1.6: “NASA welcomes proposals from non-U.S. organizations and proposals that include the participation of non-U.S. organizations. Foreign entities are generally not eligible for funding from NASA and should propose to participate on a no-exchange-of-funds basis. This policy also applies to research performed by non-U.S. organizations as part of a proposal submitted by a U.S. organization. This policy pertains to the nature of the proposing organization and the nationality or citizenship of the individuals listed in the proposal in accordance with Section 1.4 is not relevant.”

Based upon clarification from NASA's HQ-Senior Advisor for Research and Analysis (SARA) and review of NASA Proposer Guidelines, ORS has confirmed that if a foreign individual is appointed by a U.S. Institution, the U.S. Institution allows the foreign Investigator to affiliate with them in NSPIRES and lists the foreign individual as a Co-Investigator (Co-I) on a proposal to NASA, this foreign individual will be considered a U.S. investigator who can receive travel support. Furthermore, NASA does not recognize a collaborator as a funded position, hence the foreign collaborator would need to be classified in one of the other funded position categories recognized by NASA in order to receive funding support for travel.

In other words, NASA funds research conducted by researchers at U.S. institutions focusing on the institution rather than the individual. If a U.S. institution hires a foreign investigator, the institution can pay for them while in the institution’s employ. If the foreign investigator does not have a position at a U.S. institution, NASA funds cannot be used for any of their support, even travel. In order to provide NASA travel support to a foreign individual at the University of Hawai`i (UH), the following is required:

- Confer a UH Board of Regents appointment (i.e., non-compensated Research Affiliate or Visiting Scholar) for the foreign investigator;

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Use of National Aeronautics and Space Administration (NASA) Funds to Support Foreign Investigators' Travel (continued)

- If applicable, amend the NASA proposal personnel category for the foreign investigator from collaborator to Co-I or other category that can receive support from NASA; and
- Register the foreign investigator in NSPIRES as an affiliate of UH.

Further policy references may be found at:

1. Internal Revenue Service (IRS) definition of "Employee": Under common-law rules, anyone who performs services for you is your employee if you can control what will be done and how it will be done. This is even when you give the employee freedom of action. What matters is that you have the right to control the details of how the services are performed. See [http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Employee-%28Common-Law-Employee%29](http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Employee-%28Common-Law-Employee%29) for more information.

2. Per University of Hawaii Executive Policy (E5.221) ([http://www.hawaii.edu/apis/ep/e5/acaf.php](http://www.hawaii.edu/apis/ep/e5/acaf.php)): Non-Compensated Faculty Positions and Research Affiliates (non-compensated) are recognized as BOR appointments for UH Manoa faculty.

3. Per the UH System Office of Human Resources, anyone with a BOR appointment (compensated or on-compensated) at UH is considered a University employee.

For more information, please contact the ORS Compliance section at compliance@ors.hawaii.edu.

Cost Sharing Fringe Rates

With the rollout of the Kuali Financial System (KFS) cost sharing, new fringe rates have been established for recording cost shared fringe in KFS during FY 2013. The rates can be found at:


The FY 2013 cost sharing fringe rates are as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular employee (faculty &amp; staff)</td>
<td>41.0%</td>
</tr>
<tr>
<td>Graduate assistant</td>
<td>9.5%</td>
</tr>
<tr>
<td>Casual hire</td>
<td>2.0%</td>
</tr>
<tr>
<td>Student (if allowed by sponsor)</td>
<td>0.5%</td>
</tr>
</tbody>
</table>

The rates will be updated annually around the beginning of the next fiscal year. The rates may also be used for budgeting cost shared fringe in proposals.

**SPECIAL KFS COST SHARING RECORDING PROCESS:** Cost shared fringe calculated at 22% and reported to ORS Accounting during the transition period should not be adjusted. The fringe should be recorded as is into the KFS cost sharing subaccount for that period. Cost shared fringe for subsequent periods should be calculated using the FY 2013 fringe rates.

Should you have any questions, please contact Kevin Hanaoka, Cost Studies Manager, at hanaokak@hawaii.edu or (808) 956-9242.
Updated Institutional Information for Proposals

ORS has settled in to its new office space in Sinclair Library basement. Please ensure that all applications reflect the new ORS mailing address which is:

2440 Campus Road, Box 368
Honolulu, HI 96822-2234

The Institutional Profile on the ORS website has been updated to reflect this change. Please use this as a quick reference guide to assist you and your staff in completing your application packages. The link to the UH Institutional Profile is:

http://www.ors.hawaii.edu/index.php/institutional-profile

As friendly reminder to ensure that your proposals are successfully submitted please be sure to check the following common errors your Grants Specialists have been seeing:

- Be sure that your DUNS number on your application reflects the correct campus designation.

<table>
<thead>
<tr>
<th>UH Mānoa</th>
<th>965088057</th>
</tr>
</thead>
<tbody>
<tr>
<td>UH Hilo</td>
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<td>UH West O’ahu</td>
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<td>UH Maui College</td>
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<tr>
<td>Windward CC</td>
<td>195306753</td>
</tr>
</tbody>
</table>

- Please review information entered on the SF 424 in fields 4a. Federal Identifier and 4b. Agency Routing Identifier. Specific instructions for these fields are usually included in your RFP or solicitation as all agencies have different requirements for the use of these fields. (i.e., NIH, ONR, etc)

- The Grants.gov system will now enforce the use of valid file names. Attachments with invalid file names will now be rejected. Valid file names may only include the following UTF-8 characters: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, period. This means that no special characters or diacritical marks are acceptable. Please be sure to keep your file names short (under 50 characters) and use only the acceptable characters. It is recommended to connect words with an underscore.

- Please review your Proposal Title. Certain applications have character limitations such as eRA commons (81 characters).

- Indirect Costs (IDC) and Facilities and Administration Costs (F & A) are the same. Please be sure to include these amounts on your Federal budget pages. The Federal budget pages should match your proposal budget detail.

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Updated Institutional Information for Proposals (continued)

If you have any questions on your proposal preparation please feel free to contact your designated Grant Specialist. The departmental assignments can be found at the ORS web site at:


ORS Helpline Frequently Asked Questions

What is Research.gov?

Research.gov is the National Science Foundation’s (NSF) grants management system that provides easy access to research-related information and grants management services in one location. Research.gov is the modernization of FastLane, providing the next generation of grants management capabilities for the research community.

How do I log in to Research.gov?

You can log in to Research.gov using your NSF Fastlane credentials. When logging in, select “NSF User” and input your Last Name, NSF ID, and password. If you do not have a Fastlane account you can request one through the ORS Helpline Portal: http://www.ors.hawaii.edu/helpline/

Please note, if you have just registered, or have had your password reset, you will need to first log in to NSF Fastlane and change your temporary password before you will be able to log in to Research.gov.

When will NSF Fastlane reports be transferred to Research.gov?

NSF will transfer its current project reporting service from Fastlane to Research.gov on March 18, 2013. All NSF Awardees must stop submitting project reports via use of NSF Fastlane starting on February 1, 2013.

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