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From the Director’s Office

Aloha kākou,

As you are aware, the Office of Management and Budget Uniform Guidance (UG) went into effect on December 26, 2014. Federal agencies are required to finalize their own regulations/policies to be in line with the UG, however, not all the agencies have finalized their plans yet. In addition, from what we have seen so far, there will be no uniform agreement among all federal agencies on the applicability of the UG to "new" money for existing awards (i.e., additional money added to an existing award on or after December 26, 2014). The National Science Foundation and the National Institutes of Health have made it clear that the UG will apply to "new" money, but the Office of Naval Research and other agencies seem to be on the fence about this issue.

In anticipation of this inconsistency, ORS is in the process of developing new language for the award notice which will notify principal investigators (PIs) and fiscal administrators (FAs) about which guidance the award will follow. PIs and FAs should also make sure to review carefully terms and conditions for new federal money and/or federal awards received after December 26, 2014.

The ORS Grants and Contracts Certification program will be offered once more in Spring 2015. ORS is also offering Pivot and myGRANT workshops in the spring semester. Registration is now open for both. Please see the articles below for more details.

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From the Director's Office (continued)

In this month’s articles, we provide information on updates coming to FastLane and Research.gov on January 26, 2015, National Institutes of Health Announcements for FY 2015, and the proper use of object codes "7150" and "7152" and subawards. Please also note that there will be a scheduled maintenance outage on Grants.gov from February 14, 2015 to February 17, 2015. For details, please see the article below.

Welcome back!

Yaa-Yin Fong
Director

Updates Coming to FastLane and Research.gov on January 26, 2015

On January 26, 2015, the National Science Foundation (NSF) will release updates to FastLane and Research.gov that may impact the way you work. This update will implement revised policy and incorporate feedback received from NSF staff and the research community.

Proposal and Award Policies and Procedures Guide (PAPPG) (NSF 15-1)

A revised version of the PAPPG was issued on November 20, 2014, which incorporates OMB’s Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), as well as other policy updates. On January 26, 2015, the following changes will be made to FastLane to support the revised PAPPG:

- **Budget Form Update:** The budget form will be updated to rename "Residual Funds" (Line K) to "Small Business Fee" and make the line editable only for Small Business Innovation Research/Small Business Technology Transfer (SBIR/STTR) programs.
- **Budget Justification Upload:** Budget justification will no longer be a text field, and awardees must upload a budget justification for each organization added to the budget. (Already, 95% of proposers take advantage of the upload option.)
- **Cost Sharing Notifications Requirement:** Cost sharing notifications must be submitted by all awardees with awards that include cost-sharing. (Formerly only awards with cost sharing of $500,000 or more were required to submit a cost sharing certificate.)

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Updates Coming to FastLane and Research.gov on January 26, 2015 (continued)

Automated Compliance Checks

Beginning January 26, 2015, FastLane will run an additional 24 automated checks on proposals to ensure they comply with requirements outlined in the PAPPG, Chapter II.C.2 of the Grants Proposal Guide (GPG). Detailed below, these checks will validate a proposal for compliance with page count, proposal sections per type of funding mechanism and budget-related rules for proposals submitted in response to the GPG, Program Announcements, and Program Descriptions. At this time, these checks will not be enforced for proposals submitted in response to Program Solicitations.

- **Page Count**: Page count rules will be enforced on the following proposal sections:
  * **Project Description**: 15-page limit [exceptions: 8-page limit for Early-Concept Grants for Exploratory Research (EAGER), and 5-page limit for Rapid Response Research (RAPID)]
  * **Budget Justification**: 3-page limit for the proposing institution and a separate, 3-page limit for each sub-recipient organization
  * **Mentoring Plan**: 1-page limit
  * **Data Management Plan**: 2-page limit
- **Budget**: Budget-related checks will focus primarily on proposal duration and requested amount.
- **Proposal Section**: Proposal sections will be enforced by their funding mechanism for Program Announcement, Program Description and other GPG-type funding opportunities. For example, an error message will appear if a Project Description was not provided for an EAGER proposal.

After the proposal check runs, if an error message appears, the organization will not be able to submit the proposal until it is compliant. To view a detailed list of all compliance checks, click [here].

Research.gov User Experience Enhancements

On January 26, 2015, NSF will complete another round of enhancements to Research.gov based on feedback received from the community and recommendations from usability experts. These changes will begin to prepare the research community for the Research.gov/FastLane integration while improving the awardee experience, and include an improved look and feel, streamlined navigation, and a simplified login.

If you have any questions, please contact the NSF Help Desk at 1-800-673-6188, or ithelpcentral@nsf.gov.

Grants.gov Maintenance Outage

Grants.gov has scheduled a maintenance outage from Saturday, February 14, 2015 at 12:01 AM EDT (7:01 PM HST) to Tuesday, February 17, 2015 at 6:00 AM EDT (1:00 AM HST). If you have any proposals due during this time, please plan accordingly and notify your assigned ORS Specialist as soon as possible.

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Grants.gov Maintenance Outage (continued)

The enhancements include:

- Adobe Form fields in PDF submissions: Grants.gov website pages, S2S Web Services and submission XML;
- Username to allow alphanumeric characters and special characters: question marks ?, periods ., dashes -, underscores _, and @ symbol;
- Upgrading to UTF-8 to resolve database and file system special character transformations that are currently occurring – however, if the Grantor system is not UTF-8 compatible, Grantors may not be able to see or process the submission with special characters;
- With Release 14.0 Adobe Reader 8 will no longer be supported. Please visit http://get.adobe.com/reader/otherversions/ to download Adobe Reader;
- Browsers used to access Grants.gov must support TLS v1.0, TLS v1.1 or TLS v1.2. Please check browser options to verify settings. You can check if your browser supports TLS v1.0, TLS v1.1, or TLS v1.2 here: http://en.wikipedia.org/wiki/Transport_Layer_Security#Web_browsers. Browsers only using SSL v2 and/or SSL v3 enabled will no longer be supported.

Please note that the attachment file names validations rules still apply: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, equal sign, and limit the file name to 50 or fewer characters.

To view the Applicant Enhancements Summary, go to: http://www.grants.gov/documents/19/23905/GDG-Applicant_Release_Notes_14.0.pdf.

National Institutes of Health (NIH) Announcements for FY2015

NIH Releases New Ruth L. Kirschstein National Research Service Award (NRSA) Stipend Levels Effective for Federal Fiscal Year 2015

Consistent with the 2015 Consolidated and Further Continuing Appropriations Act and with the recommendations of the Advisory Committee to the Director regarding the Biomedical Research Workforce, the NIH increased NRSA stipends by 2 percent on average. On December 30, 2014, NIH released NOT-OD-15-048 providing the new NRSA stipend levels for FY2015. The increase is effective on all Kirschstein-NRSA made on or after October 1, 2014.

Predoctoral - for institutional training grants (T32, T35, T90, TL1) and individual fellowships (F30, F31): One stipend level is used for all predoctoral candidates, regardless of the level of experience (Stipend for FY 2015 is $22,960 – all years of experience).

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Reminder: Proper Use of Object Codes "7150" and "7172" on Subawards

According to the Office of Management and Budget's (OMB's) Uniform Guidance (UG), Modified Total Direct Cost (MTDC) includes up to the first $25,000 of each subaward (regardless of the period of performance of the subaward under the award). The portion of each subaward in excess of $25,000 shall be excluded from MTDC. To ensure the proper F&A calculation, object code "7150" should be used on the first $25,000 of a subaward and object code "7172" should be used for any amounts over $25,000 on such subaward.

The proper use of object codes on purchase orders for subawards enables the University to: 1) identify subrecipient relationships that need to be monitored to comply with federal regulatory requirements; and 2) ensure that the F&A calculation will be based on the correct MTDC.

Any funding revisions to the amount of a subaward should be processed as amendments to the subaward agreement. Corresponding revisions of the original purchase order should be prepared with consideration given to only coding the cumulative "first" $25,000 as "7150". If the "first" $25,000 threshold has already been reached on the purchase order(s) for this subaward, subsequent revisions for additional funding should be coded as "7172".

Should you have any questions, please contact Dawn Kim, Compliance Manager, at dawnkim@hawaii.edu or (808) 956-0396.

National Institutes of Health (NIH) Announcements for FY2015 (continued)

Postdoctoral - for institutional training grants (T32, T90) and individual fellowships (F32): The stipend level for the entire first year of support is determined by the number of full years of relevant postdoctoral experience when the award is issued. Relevant experience may include research experience (including industrial), teaching assistantship, internship, residency, clinical duties, or other time spent in a health-related field beyond that of the qualifying doctoral degree. Once the appropriate stipend level has been determined, the fellow must be paid at that level for the entire grant year. The stipend for each additional year of Kirschstein-NRSA support is the next level in the stipend structure and does not change mid-year.


NIH Salary Guidance for FY2015 on Grants, Cooperative Agreements, and Contracts

The Consolidated and Further Continuing Appropriations Act, 2015 changed the amount of direct salary to Executive Level II of the Federal Executive pay scale. Effective January 11, 2015, the NIH salary cap has been set at $183,300. This is an increase from the previous salary cap of $181,500. What does this mean for you? See examples and scenarios in the full notice or talk to your assigned ORS Specialist. Please see notice for full details: http://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-049.html.

For questions or more information, contact Emmitt Ford, Contracts and Grants Manager, Kakaʻako Service Center, at emmitt@hawaii.edu or (808) 356-5764.
ORS Grants and Contracts Certification Program, Spring 2015 – Open for Enrollment

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

The Grants & Contracts Certification Program consists of six (6) modules. Topics for this certification program include:

- Research Administration Overview, Funding Opportunity Search, Proposal Development, Conflict of Interest (COI),
- Financial & Administrative Compliance and Subrecipient Monitoring
- Facility & Administrative Costs (Indirect Costs), Cost Sharing & Program Income
- Proposal Preparation & Processing, Proposal Budget Preparation & Review, and Approval of Contracts & Other Award Documents
- Receiving & Administering an Award, Project Closeout, and Financial & Administrative Compliance Revisited
- Research Compliance, Export Controls, Environmental Health & Safety Office (EHSO), Data Management, Risk Management, Research Integrity, Technology Transfers, Human Studies Program (HSP/IRB), and Institutional Animal Care & Use Committee (IACUC)

The program for this spring includes three class sessions on Fridays, February 27, March 13, April 10, 2015, from 12:00 – 3:00 pm at the University of Hawai‘i at Mānoa in Kuykendall 201. There are also three on-line 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 Kapi`olani Community College, Honolulu Community College, Leeward Community College, UH West O`ahu, Windward Community College, Kaua`i Community College, UH Maui College, UHMC Moloka`i Education Center, UH Hilo, and UH Center at West Hawai`i.

The registration deadline for the spring session is Friday, February 13, 2015. Please register online at http://bit.ly/1yKGtEX.

For more information on this spring’s certification program, visit us at http://bit.ly/15uSDY1.

Principal Investigator (PIs) Workshops – Open for Enrollment

Looking for grant funding opportunities or assistance with myGRANT functions? This workshop is ideal for faculty who are NEW to UH’s 10 campuses, but would also be helpful to those who wish to refresh their knowledge of Pivot and myGRANT. Each workshop contains two sessions. Participants can sign up for the entire workshop or for individual sessions, if they prefer.

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**Principal Investigator (PIs) Workshops – Open for Enrollment (continued)**

**Session 1:** To familiarize users with UH research administration and the UH funding search tool "Pivot". UH Investigators using Pivot’s funding opportunities database, can now start using its new profile editing system to update their profiles.

**Session 2:** To familiarize users with myGRANT system functions. We will also assist users with creating a "master" proposal development record which can be used as a template for future proposals in myGRANT. (Participants will need to bring a charged laptop or iPad to this session.)

**Monday, February 2, 2015** (Manoa - Kuykendall 201, HITS Room)
- **Session 1:** 12:00 – 1:00 p.m. - Search for Funding Opportunity using "Pivot"
- **Session 2:** 1:00 – 3:00 p.m. - myGRANT Proposal Creation (bring a charged laptop or iPad)

**Tuesday, February 3, 2015** (Manoa - Kuykendall 201, HITS Room)
- **Session 1:** 12:00 – 1:00 p.m. - Search for Funding Opportunity using "Pivot"
- **Session 2:** 1:00 – 3:00 p.m. - myGRANT Proposal Creation (bring a charged laptop or iPad)

**DISTANCE ATTENDANCE AT THE FOLLOWING LOCATIONS:**

- **Honolulu CC** – Building 7 Room 305
- **Kapiolani CC** – Naio Building Room 207
- **Leeward CC** – Learning Commons Room 108B
- **UH West Oahu** – Library Room B-157
- **Windward CC** – Akoakoa Room 113A
- **Kauai CC** – Learning Resource Center, Room 122
- **UH Maui College** - Ka’aike Room 105 A
- **UHMC Molokai Education Center** – Room 103
- **UH Hilo** - Media Services Room 359
- **UH Center at West Hawaii** – Building 4 Room 3

**REGISTRATION PROCEDURES:**


You will be asked to choose:

- Date
- Workshop(s)
- Attendance Site

If you have questions or need more information please contact Melanie Leong at **mmleong@hawaii.edu** or (808) 956-8259.
ORS Helpline Frequently Asked Questions (FAQs)

For a myGRANT proposal, can I make technical/typographical changes to the narrative or other attached documents after it has been submitted for workflow approval?

Yes, you can update existing documents with newer versions prior to submission by ORS. Only existing attachments can be updated; no new documents may be added. Please work with your assigned ORS Specialist so that they are aware of the changes you are making.

To replace an existing attachment, navigate to the "Abstracts and Attachments" tab, find the attachment you need to revise and click the "Replace" button. The file name field will change to a "Browse" button that you can then use to find and upload your revised attachment.

Can other revisions be made to the proposal once it is submitted for workflow approval?

Yes, for any other changes/revisions, the proposal can be returned for changes by the person/group currently pending approval in the workflow. As a new feature, the initiator is able to recall the proposal, without needing to ask a current approver to return for changes. To do this, go to the "Proposal Actions" tab and click the "recall" button at the bottom of the screen.

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