Reminder: Changes to the National Science Foundation's Award Terms and Conditions and Proposal & Award Policies and Procedures Guide

As a reminder, the National Science Foundation’s (NSF’s) entire suite of Award Terms and Conditions (see full listing below) has been revised to align with changes to the Proposal & Award Policies & Procedures Guide (PAPPG) (NSF 17-1). All references to the Grant Proposal Guide (GPG) and Award & Administration Guide (AAG) have been replaced with references to the PAPPG. Each set of terms and conditions is accompanied by a summary of changes made to that document.

The revised Terms and Conditions will apply to all new NSF awards and funding amendments to existing NSF awards issued on or after January 30, 2017.

Revisions have been made to the following documents:

- Grant General Conditions (GC-1);
- Cooperative Agreement Financial & Administrative Terms and Conditions (CA-FATC);
- Cooperative Agreement Supplemental Financial & Administrative Terms and Conditions for Managers of Large Facilities;
- Cooperative Agreement Supplemental Financial & Administrative Terms and Conditions for Managers of Federally Funded Research and Development Centers (FFRDCS);
- International Research Terms and Conditions;
- Small Business Innovation Research (SBIR)/Small Business Technology Transfer (STTR) Phase I Grant General Conditions;
- Small Business Innovation Research (SBIR)/Small Business Technology Transfer (STTR) Phase II Grant General Conditions; and
- Administration of NSF Conference or Group Travel Grant Special Conditions (FL 26).

If you have any questions regarding these changes, please contact the DIAS Policy Office on (703) 292-8243 or by email to policy@nsf.gov.
Upon release of National Institute of Health’s (NIH) latest Grants Policy Statement (GPS) dated November 2016, which applies to all NIH grants and cooperative agreements with budget periods beginning on or after October 1, 2016, the agency now requires prior approval to issue fixed price subawards of any dollar amount up to the simplified acquisition threshold of $150,000. (See section 8.1.2.11 of the NIH GPS.) Previously, NIH waived the prior approval requirement during their initial implementation of the Uniform Guidance.

During a recent Federal Demonstration Project meeting, this change in policy was confirmed by Samuel Ashe, Director of the Division of Grants Policy in the Office of Policy for Extramural Research Administration (OPERA). He confirmed that if the proposed subrecipients were named in the original proposal, along with an indication that the pass-through entity intends to issue those subawards on a fixed-price basis, this will constitute prior agency approval provided that there is no contrary language in the award notice. However, sites that are listed as ‘to be named’ in proposals will need prior approval from NIH before a subaward can be issued.

The Council on Governmental Relations (COGR) and the Federal Demonstration Partnership are in the process of clarifying with NIH what will be needed in order to obtain prior approval for fixed price subawards. We will keep you posted as we have further details.

Please direct questions to Victoria Rivera, ORS Manoa Service Center Contracts & Grants Manager, at riveravg@hawaii.edu or (808) 956-5300.

In an effort to provide early notification about the upcoming changes to Grants.gov, please note that in December 2017, Grants.gov will phase out the Legacy Application Package. This means that applicants will no longer be able to submit proposals using the older, single PDF package of forms.

Instead, applicants will apply for grants using Grants.gov Workspace, which separates the application package into individual forms. Applicants will apply by creating a workspace, completing the individual PDF forms, and submitting their application workspace package. Also, the new online forms interface will be added to Grants.gov and will be accessible through Workspace in mid-2017.

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The phase-out of the Legacy Application Package is still more than a year away, but **now is the time to prepare for this change**. To use Grants.gov Workspace, applicants are required to register with Grants.gov (https://apply07.grants.gov/apply/OrcRegister) for a ‘Manage Workspace’ role. It is recommended that you use Grants.gov Workspace to apply for your next federal grant. Doing so will also prepare you to use the upcoming online forms feature.

**BENEFITS TO APPLICANTS**

Using Grants.gov Workspace brings a range of benefits to applicants and their organizations:

1. **Workspace streamlines collaboration.** Multiple forms can be completed at once by a team of applicants.

2. **Workspace saves time.** Forms from old workspaces can be reused, reducing data-entry, and saving valuable time.

3. **Workspace helps detect errors earlier.** Improved error-checking allows applicants to catch and correct errors earlier, resulting in fewer rejected submissions.

4. **Workspace simplifies applying.** In a Grants.gov Workspace, every link and button is explained in context-sensitive help articles. Grants.gov has also created a series of video tutorials to walk applicants through the Workspace submission process.

Please review the Grants.gov Notices page for up-to-date information regarding upcoming changes: http://www.grants.gov/web/grants/outreach/grants-gov-notices.html

For more information about Grants.gov Workspace, please visit the various Workspace resources:
- **Grants.gov Workspace Overview:** http://www.grants.gov/web/grants/applicants/workspace-overview.html
- **Grants.gov Workspace Training Video Series:** https://www.youtube.com/playlist?list=PLNSNGxQE7NWlibdijPYGOsZaG-oI0pBsx3
- **Grants.gov Community Blog Articles on Workspace:** https://blog.grants.gov/category/grants-gov-workspace/
The Fly America Act is a condition of some federal grants and contracts, and requires travelers to use a U.S. airline, unless available exceptions are identified and documented. In order to help UH travelers and their fiscal administrators determine which exceptions are available and properly document the use of those exceptions, ORS created two tools: 1) a Decision Flowchart and 2) an Exception Certification. Please access these documents on the ORS webpage under Manage Award / Fly America Act.

Please direct questions to Dawn Kim, ORS Compliance Manager, at dawnkim@hawaii.edu or (808) 956-0396.

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 Contracts & Grants Certification Program consists of six (6) 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
- 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)

The program for this spring includes four in-class sessions on Tuesdays, March 7, March 21, April 4, and April 11, 2017 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.

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

The registration deadline for the spring session is Tuesday, February 21, 2017. Please register online at: http://www.ors.hawaii.edu/index.php/cqcp-spring-2017

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

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 replaced, 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 “Attachments” section, find the attachment you need to revise and click the “Details/Replace” button. You will then be able to upload a new attachment using the “Browse” button.

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. The initiator is also able to recall the proposal, without needing to ask a current approver to return for changes. To do this, go to the “Summary/Submit” section and click the “recall” button at the bottom of the screen.

My proposal does not seem to be editable, or there is no “Submit” button on the “Summary/Submit” section.

Make sure you are not opening the proposal in “View” mode. If you are in viewing mode the proposal will have an “Edit” button at the bottom of the page. Click the “Edit” button at the bottom to change to “Edit” mode.