INSIGHT - An ORS Newsletter
July 2013

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From the Director’s Office

Aloha Kākou,

Despite the federal sequestration and federal agencies' budget challenges this year, the University of Hawai`i successfully secured total awards of $409.7 million for fiscal year (FY) 2013. This is a slight decrease from FY 2012’s total awards of $435.8 million. It is worth noting that the total number of proposals submitted during FY 2013 has increased by 8.21%, although the proposal amount decreased by 3.5%. This is further evidence of the tight budget at the funding agencies which impacted the level of funding for new proposals.

To help our principal investigators (PIs) to search for funding opportunities and improve the quality of their proposals to be more competitive during this challenging time, ORS is working on multiple avenues to enhance services to PIs, especially in the area of proposal development. There are planned improvements to the search website, and ORS is acquiring a better tool for funding opportunity searches. Recently, we also coordinated with the United States Census Bureau to conduct a grant writers workshop which received positive feedback. More grant writing workshops are planned for the fall. Please stay tuned for future announcements.

In the meantime, if you need assistance on funding opportunity searches or proposal review, please contact Liane Akana, ORS Grants Specialist, at liane@hawaii.edu or (808) 956-9117.

Happy summer!

Yaa-Yin Fong
Director

Have a Great Summer!
National Science Foundation (NSF) FastLane and Research.gov Changes

On March 18, 2013, the National Science Foundation (NSF) went live with an automated compliance checking system for FastLane that brings the FastLane system in line with requirements in the NSF Grant Proposal Guide. On the same date, NSF also implemented a requirement for principal investigators to submit all annual, final, and interim project reports through Research.gov, rather than FastLane. These changes are part of the overall plan to gradually move all research administration activity to Research.gov.

IMPORTANT: FastLane will now check submitted proposals for all required sections of full proposals (below). A full proposal missing any of the required sections will prevent the Office of Research Services (ORS) from submitting the proposal in FastLane. The proposal will be "kicked back" to ORS with an error message identifying the missing sections. ORS will inform the principal investigator, who will have to make the correction in FastLane before ORS can submit the proposal.

1. Project Summary
2. Project Description
3. References Cited
4. Biographical Sketches
5. Budget (if applicable)
6. Budget Justification
7. Current and Pending Support
8. Facilities, Equipment and Other Resources
9. Data Management Plan
10. Postdoctoral Mentoring Plan

Principal investigators are advised to complete their NSF proposals and myGRANT proposal development records to allow enough time for correcting any errors before the submission deadline. In this regard, ORS strongly encourages principal investigators to ensure their proposals are received by ORS at least five (5) working days before the submission deadline.


United States Department of Education Grant Administration Training Modules

The United States Department of Education Risk Management Service has announced the availability of online courses to help recipients of Department of Education Grants. The courses are available on ED.gov at: http://www2.ed.gov/fund/grant/about/training-management.html. You can also search www.ED.gov for "Grants Training and Management".

These online courses currently cover the following five (5) general areas to help recipients with the requirements of the management of their grants:

1. Discretionary Grants Administration provides an overview of grantee responsibility for discretionary grant administration.

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United States Department of Education Grant Administration Training Modules (continued)

2. Formula Grants Administration provides an overview of grantee responsibility for formula grant administration.

3. Internal Controls describes grantee responsibilities for implementation and maintenance of internal controls over their grant management activities.

4. Cash Management provides an overview of cash management guidelines, regulations and requirements concerning grant draw-downs and accrued interest.

5. Indirect Costs describes indirect costs concepts and applications, including the difference between indirect costs and direct costs and the types of costs that comprise indirect costs.

The site is easily accessible and provides you with options to click on specific topics so that you can manage your time in reviewing the course material. Fiscal Administrators who are new recipients of Federal Education grants are encouraged to review Section 1 as they begin management of the grant.

If you have any questions please feel free to contact your ORS Grants Specialist to clarify any information as it relates to university policies and procedures. A list of the ORS Grants Specialist assignments may be found at: http://www.ors.hawaii.edu/index.php/ors-staff-directory/93-contracts-and-grants-administration-manoa-service-center

myGRANT – New Workflow Routing Search Tool and Performance Improvement

We are happy to announce that on Friday, July 12, 2012, ORS released a tool to help users locate routing approvers by unit. We built this tool based on community feedback to help address the issue of locating users to be added as ad-hoc approvers. This solution should immediately help address this issue while an enhancement to the routing system is in development. The proposed future enhancement is intended to automatically incorporate each person on the proposal into the routing.

The workflow routing tool is accessible in the “Help” tab and has been designed to be simple to use. To find a unit's routing you can either search for the unit or use the series of dropdowns to locate the unit in question. Once located, the unit's routing will be displayed.

In conjunction with this tool, ORS has released a performance improvement that will lessen the time the system takes to process documents when it is analyzing document routing (such as during a proposal submission or approval).

Please feel free to submit feedback on these enhancements to: helpline@ors.hawaii.edu

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myGRANT – New Workflow Routing Search Tool and Performance Improvement (continued)
**myGRANT, Financial Conflict of Interest (FCOI), and You**

As we have seen some inconsistencies of answers in financial conflicts of interest from proposal to proposal in myGRANT in the past, this is a reminder of what to do when answering your myGRANT “Key Personnel” Certification question: “Do you have any Significant Financial Interest (SFI) or Conflicts of Interest (COI) as defined above?”

1. Once you have answered “yes” to the SFI/COI, your answer should be “yes” on all subsequent myGRANT submissions for the year, unless your situation changes.

2. If you’re answering “yes” to the SFI/COI, a **current copy** of your UH Annual Conflict of Interest Form needs to be attached in the “Abstracts and Attachments” tab “Internal Attachments” section. If your COI has not been fully disclosed or if there have been any changes since, complete FCOI-1 Significant Financial Interest Report found at [http://www.ors.hawaii.edu/index.php/forms](http://www.ors.hawaii.edu/index.php/forms) and attach in the “Abstracts and Attachments” tab “Internal Attachments” section.

3. If the Investigators, including Key Personnel, are from outside the institution, the FCOI-2 Non-Employee Conflict of Interest Certification needs to be completed and attached in the “Abstracts and Attachments” tab “Internal Attachments” section for each non-UH employee.

If you have any questions regarding the FCOI-1 Significant Financial Interest Report or FCOI-2 Non-UH Employee Conflict of Interest Certification contact Renee Harada, Financial Compliance Specialist, at reeneh@hawaii.edu, or (808) 956-9596; or your assigned ORS Grants Specialist: [http://www.ors.hawaii.edu/index.php/ors-staff-directory/93-contracts-and-grants-administration-manoa-service-center](http://www.ors.hawaii.edu/index.php/ors-staff-directory/93-contracts-and-grants-administration-manoa-service-center)

For more information regarding Financial Conflicts of Interest, visit the ORS website at: [http://www.ors.hawaii.edu/index.php/fcoi-information](http://www.ors.hawaii.edu/index.php/fcoi-information)

**Kuali Financial System (KFS) Effort Reports**

On **August 1, 2013**, Effort Reports will be available in the Kuali Financial System (KFS) and will appear as an Effort Certification eDoc in the principal investigator's (PI's) / KFS Account Supervisor's action list, for each employee receiving salaries or wages from their extramural accounts. This differs from the monthly FTE Certifications which were generated for each project account in FMIS. After approval, Effort Reports will then route to all the fiscal administrators (FAs) / KFS Fiscal Officers on the applicable extramural accounts.

PIs and FAs must review and approve the Effort Report eDoks by **August 31, 2013**. Please contact ORS Compliance (compliance@ors.hawaii.edu) for any questions or issues that arise. ORS Compliance will follow up on any outstanding Effort Reports and may escalate the matter to the appropriate Deans/Directors or suspend account activity, if necessary.

For detailed instructions, please refer to the KFS Training Manual for Effort Reporting available under Kuali Financial System (KFS Effort Reporting) at [http://www.ors.hawaii.edu/](http://www.ors.hawaii.edu/).

For questions, please contact Dawn Kim, Compliance Manager, at dawnkim@hawaii.edu or (808) 956-0396.
Kuali Financial Services (KFS) Contracts and Grants (CG) Updates and Reminders

As we start the new fiscal year 2014 in Kuali Financial Services (KFS), here are some updates and reminders:

- There has been some confusion as to when a Budget Adjustment eDoc and a Single Sided Budget Adjustment eDoc should be used. The Budget Adjustment eDoc should be used when rebudgeting within an account and between accounts. The Single Sided Budget Adjustment eDoc should be used for new award budgets being added to a project account. Please make sure that the proper budget eDoc is used for input.

- For all eDocs that are submitted to ORS Projects Fiscal Accounting (PFA) for review and approval, please make sure that you include the contract and grant (CG) number in the description section of the edoc. An example is given below:

  “CG38-Rebudget Account SW-6653910”

  eDocs that do not have the CG number indicated in the description section will be returned to the FA.

- Please refer to the Team Assignment listing on the ORS website. An updated listing effective 07/01/2013 has been uploaded to our website at: [http://www.ors.hawaii.edu/files/TEAM_ASSIGNMENTS.pdf](http://www.ors.hawaii.edu/files/TEAM_ASSIGNMENTS.pdf)

If you have any questions, please contact Janis Morita, Projects Fiscal Accounting Manager, at morita@hawaii.edu or (808) 956-6959.

ORS Presents United States Census Data for Grant Writers Workshops on Oahu, Hawaii Island and Maui

This past month, ORS partnered with the United States Census Bureau to present “Census Data for Grant Writers” workshops at the University of Hawai‘i (UH) at Manoa, UH Hilo, UH Maui College and via Halawai. Jerry Wong of the United States Census Bureau conducted three (3) workshops which were attended by 83 participants. Wong currently serves as the Information Services Specialist for the Census Bureau’s Los Angeles Region, and over the course of 34 years of service with the Bureau, has worked with community groups, businesses, elected officials, planners, and other organizations to train these individuals on the use of demographic and economic census data for market research, community analysis and planning, grant proposals, and general decision-making which involves the use of statistical information.

The UH workshops were interactive and hands-on, and geared toward grant writing professionals and individuals interested in learning the basics of using census data in grant proposal writing. Workshop participants learned where to locate census demographics to help build an effective case for project funding, including how to access online mapping tools, tables, and other government grant writing resources.

Workshop feedback noted that ninety-three percent (93%) of workshop attendees rated the workshops as very good to excellent. Ninety-seven percent (97%) of attendees agreed or strongly agreed that the

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ORS Presents United States Census Data for Grant Writers Workshops on Oahu, Hawaii Island and Maui (continued)

presenter was effective. Fifty-two (52%) percent of attendees felt that the 2.5 hour workshop was the right length, while thirty-three percent (33%) felt it was too short, and fifteen percent (15%) felt it was too long. One hundred percent (100%) of attendees would like to see this type of workshop offered again in the future. As a result of the positive response, ORS plans to build upon this new partnership with the Census Bureau and hold future census workshops at UH. Stay tuned for upcoming ORS workshop announcements.

We would like to acknowledge Hamilton Library at UH Manoa, Mo`okini Library Computer Lab at UH Hilo, and UH Maui College, for hosting the workshops at their sites.

ORS F&A Rates Frequently Asked Questions

What is unrecovered F&A?

Unrecovered F&A or unrecovered indirect cost, is the difference between the amount the university could have recovered if it was allowed to charge its applicable federally negotiated F&A rate and the amount actually budgeted for F&A in the proposal. According to OMB Circular A-110, the unrecovered indirect cost may be included as a part of cost sharing or matching only with the prior approval of the federal awarding agency.

When I approve a document in myGRANT, what does the “You are listed as an approver for this proposal at more than one level” prompt mean?

If you are in the workflow more than once, this question is asking if you would like to approve again, once the proposal reaches you in the workflow again. If you select “yes” you will need to approve each time the proposal reaches you in the workflow process. If you select “no” the proposal will skip over you and not require your approval for any future approvals. However, if the proposal is returned for changes, you will still need to approve again once it is resubmitted for routing.

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