From the Director’s Office

Aloha kākou,

We are pleased to announce that the University of Hawaii finished fiscal year (FY) 2015 with $425 million in awards, which is an 8.5% increase from $392 million in FY 2014. Congratulations to the principal investigators (PIs) who have received awards this year. Should you have any questions regarding your awards, please do not hesitate to contact your assigned ORS Specialist.

As part of a continuing improvement process, ORS has been working closely with Kuali Foundation to improve the usability of myGRANT. After two years of dedicated efforts to improve the user interface (UI), Kuali Foundation announced its UI release of Kuali-Coeus (KC) 6.0 in February 2015. Since then, new versions have been released monthly to include all of the bug fixes. Version 6.0 has major changes, including the entire look and feel of the proposal development module, which will enhance usability of the system. ORS' myGRANT project team is currently working on implementing the new release. The target date for the new release to go live is November 2015. However, we also plan to allow users to become familiar with the changes beforehand. At the last ORS Faculty Advisory Council meeting, it was suggested to have a soft-launch so PIs who have proposals due in November can use the new system earlier. Therefore, a soft release is planned in September - October 2015. We will keep everyone posted on the implementation status.

(Continued on next page)
From the Director’s Office (continued)

The online executive managerial report for FY 2015 is now available on ORS’ website. Please see details in the article below. This month’s newsletter also provides information on PI transfer procedures, Kuali Financial System (KFS) updates, preparing for KFS effort certifications and cost sharing effort certifications, and prior year cost sharing entry adjustments.

Mahalo,

Yaa-Yin Fong
Director

Fiscal Year 2015 Online Executive Managerial Report

The awards reported in the fiscal year (FY) 2015 online executive managerial report are those recorded in ORS’ extramural fund award database for the University of Hawaii (UH) System. For each of the two major sections, Research and Non-Research Awards, tabulations are provided by principal investigator (PI), funding agency, and department/college/campus under whose auspices the project is performed.

In an effort to provide the UH community with the most relevant extramural fund data, we have expanded the provided award summaries include details by campus down to the department level.

Detailed reports can be accessed via the search function for the awards by PI, school, and/or funding agencies. Reports can be accessed at http://www.ors.hawaii.edu/index.php/reports/annual-executive-managerial-reports?catid=106&id=347.

Should you have any questions, please contact Mike Morimoto, Information Systems Services Manager, at mcmorimo@hawaii.edu or (808) 956-4908.

Principal Investigator Transfer Procedures

In the event that faculty will be leaving or coming in to the University of Hawaii (UH) there are various requirements to officially transfer awards from or to the university. Since awards are made to the institution that the principal investigator (PI) is affiliated with, the transfer of extramural awards requires the assistance of the sponsored program office at both incoming/outgoing institutions. At UH, the sponsored program office is the Office of Research Services (ORS).

You should first review your award document for any award terms and conditions regarding transfer of the award. Award transfer requests vary from sponsor to sponsor so it is also important to communicate with your funding agency's program officer to ensure that they are aware of, and if applicable, approve of, the proposed changes.

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Principal Investigator Transfer Procedures (continued)

In addition, please advise your department chair, dean/director, fiscal administrator and your assigned ORS specialist as soon as you are aware that a transfer needs to be made. Depending on the awarding agency, you will be required to submit documentation in various formats (i.e., FASTLANE request for National Science Foundation awards, or Relinquishing Statement for National Institutes of Health awards). It is important to work with your departmental administrator and the sponsored program office at both the receiving and relinquishing institutions. This will ensure that the award is properly closed out and accurate financial balances are reflected in your transfer documents.

ORS has provided a general summary of award transfer procedures on its website at http://www.ors.hawaii.edu/index.php/start-up-a-manage/manage-award/principal-investigator-pi-award-transfer-procedures. If you have any questions please contact your assigned ORS Specialist for assistance - http://www.ors.hawaii.edu/index.php/ors-assignments.

Kuali Financial System (KFS) Updates

The following is a summary of updates related to Kuali Financial System (KFS) processing and reporting:

1) Prohibit Initiation of e-Docs with Account Status of C (Closed) or F (Final)
   A modification to KFS has been implemented that will prohibit the initiation or enroute approval of certain transactional e-Docs if the Account Status Code on the Contracts and Grants tab of the account is C (Closed) or F (Final). The error message “Account XXXXXXX cannot have a status of F, C.” will be displayed. The applicable e-Docs are:
   • General Error Correction (GEC)
   • Distribution of Income and Expense (DI)
   • Transfer of Funds (TF)
   • Disbursement Voucher (DV)
   • Salary Expense Transfer (ST)
   • Non-check Disbursement (ND)
   • Internal Billing (IB)
   • Service Billing (SB)
   Generally, the ORS Accountant will change the account status from O (Open) to C or F after confirmation of final expenditures for the account has been received.

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2) **Advance Deposit (AD) and Credit Card Receipt (CCR) e-Doc Processing**

As notified in an announcement from the University of Hawaii Financial Management Office, Advance Deposit (AD) and Credit Card Receipt (CCR) e-Docs will be routed to the respective fiscal administrator (FA) of the account for approval. The exception will be for payments processed by ORS for ORS project accounts under the following sub-fund groups: FSPON1, PSPON1, PSPON3, PSPON4, PSPON5, FWS, FUSDA, PUFFED1, and PUPRV1. For these sub-fund groups, ORS generally initiates all payment requests (invoices or letter of credit draws) and records the payments to the applicable project accounts, therefore, any AD e-Doc processed under these sub-fund groups will not be routed to the FA for acknowledgment or approval. To note, if any deposits are processed through AD or CCR by the project staff for accounts under these sub-fund groups (i.e., for program income), the AD and CCR will be routed to both the FA and ORS Accounting for approval.

3) **090 and 091 Reports**

Effective with the June 2015 monthly 090 and 091 reports, a report will not be generated for any account that is marked as closed in KFS. The Account Closed indicator is noted in the Account Inquiry screen under General Account Information with a “Yes” to the “Closed?” field. If needed, information on any account, including accounts marked closed in KFS, can be accessed via e-Thority.

For questions, please contact Joanne Yama, Associate Director of Cost Studies, at jyama@hawaii.edu or (808) 956-9242.

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**Preparing for Annual Kuali Financial System (KFS) Effort Certifications and Cost Sharing Effort Certifications**

To comply with the requirements of the U.S. Office of Management and Budget's Uniform Guidance at 2 CFR 200.430, Kuali Financial System (KFS) Effort Certifications and Cost Sharing Effort Certifications will be generated in mid-August for review and approval by principal investigators (PIs) and fiscal administrators (FAs). Please note that separate certification processes have been developed.

"KFS Effort Certifications" will be generated from payroll recorded in the KFS Labor Ledger. EC eDocs will be created and saved in PI’s and FA’s action lists.

"Cost Sharing Effort Certifications" will be generated from the cost share payroll recorded in the KFS cost share sub-account. However, the Cost Sharing Effort Certifications are not in KFS but will be accessible online with your University of Hawaii username and password.

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Preparing for Annual Kuali Financial System (KFS) Effort Certifications and Cost Sharing Effort Certifications (continued)

In preparation for the creation of the annual KFS Effort Certifications and Cost Sharing Effort Certifications, please process all adjustments that impact prior year balances by **July 31, 2015**. After July 31, 2015, adjustments to prior year balances will not be accepted. For prior year Labor Ledger adjustments, Salary Transfers should be prepared and routed for approval through KFS. For prior year Cost Sharing adjustments, please refer to the accompanying newsletter article entitled "Prior Year Cost Sharing Entry Adjustments" below.

Detailed instructions for certifying both KFS Effort Certifications and Cost Sharing Effort Certifications will be provided in mid August.

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

Prior Fiscal Year Cost Sharing Entry Adjustments

As noted in the above newsletter article, “Preparing for Annual KFS Effort Certifications and Cost Sharing Effort Certifications,” in order for the Cost Sharing Effort Certification Report that will be generated in August 2015 to properly reflect the cost sharing for University of Hawaii (UH) employees, any cost sharing adjustments related to fiscal year (FY) 2015 UH personnel salaries and wages must be submitted to ORS by July 31, 2015.

For audit purposes, all cost sharing entries should be recorded in a timely manner. Therefore, it is requested that any other cost sharing adjustments for FY 2015 and prior also be submitted by July 31, 2015.

Please submit the following information for cost sharing adjustments for UH personnel salaries and fringe and other direct costs for FY 2015 and prior in an Excel spreadsheet:

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## Prior Fiscal Year Cost Sharing Entry Adjustments (continued)

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<th>Cost Sharing Period</th>
<th>Adjustment Amount (rounded to)</th>
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Submit the Excel file via e-mail to Karen Matsunaga, Projects Financial Services Specialist, at klmatsu@hawaii.edu. The e-mail subject line should read “Prior Year Cost Sharing Adjustments”. The excel template is available at [http://www.ors.hawaii.edu/files/Prior_Year_Cost_Sharing_Adjustment_template.xlsx](http://www.ors.hawaii.edu/files/Prior_Year_Cost_Sharing_Adjustment_template.xlsx).

For cost sharing of external support, unrecovered indirect costs and tuition waivers, please continue to submit any adjustments via the Kuali Financial System (KFS) DI (“Distribution of Income and Expense”) e-Doc.

As described in APM A8. 947, Accounting for Cost Sharing, proper supporting documentation must be maintained for all cost sharing amounts reported. The principal investigator and project staff are responsible for providing any supporting documentation requested by sponsors and/or auditors.

For questions, please contact Joanne Yama, Associate Director of Cost Studies, at jyama@hawaii.edu or (808) 956-9242.
ORS Helpline Frequently Asked Questions

What are unrecovered facilities & administrative (F&A)?

When a proposal uses the reduced facilities and administrative (F&A) rate instead of the University of Hawaii's (UH’s) fully negotiated F&A rates, then there is unrecovered F&A to UH. 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.

Although federally negotiated F&A rates must be accepted by all federal awarding agencies, F&A recovery may be limited by federal agencies. Hence unrecovered F&A applies when there is a sponsor cap or a waiver. These terms are defined as follows:

- Sponsor Cap - a federal program has published statutory F&A cap and/or receives the head of the sponsor agency approval to use the reduced F&A rate; or

- Waiver - The PI voluntary reduces the F&A rate and obtains an F&A cost reduction or waiver approval in writing from the appropriate campus chancellor or chancellor’s designee.

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