Grants.gov will transition to Workspace from single-file PDF application packages effective December 31, 2017. Single-file application packages will no longer be available to download from Grants.gov from that date and any packages downloaded prior to the December 31, 2017 cut-off date must be submitted before March 31, 2018.

The first MAJOR change resulting from this new workspace application process is that ANY individual who will assist in the preparation of a proposal must register at Grants.gov under “Organization Applicant” at https://www.grants.gov/web/grants/register.html. Each individual must complete the application form and a request will be sent to the EBiz POC (ORS). ORS Helpline will review and approve all requests and once you are approved, you will be able to access proposal documents. Anyone who may be assisting with proposal preparation should register at Grants.gov as an “Organization Applicant” as soon as possible to avoid last minute rushes. A summary of the Workspace Workflow is:

- User completes application form as an “Organization Applicant” at Grants.gov.
- EBiz POC approves appropriate role.
- User with “Manage Workspace” role initiates the proposal. This person adds participants who should have access to all forms in Workspace. The appropriate ORS Specialist should be added as the AOR.
- Workspace participants complete the application package and attach it the myGRANT proposal development record.
- AOR will review proposal and myGRANT proposal development record for completeness and consistency.

(Continued on next page)
The various Workspace Roles are as follows:

- AOR - this role is for the ORS Specialist who will be reviewing submitted applications
- Workspace Owner – allows user to manage other users’ access to Workspace
- Manage Workspace – Workspace owner who allows user to create other new Workspace documents
- Workspace Participant – allows access to Workspace to collaborate on filling in forms and completing the application.

Once you are approved and affiliated with the University of Hawaii in Workspace, the sequential flow of proposal preparation should not change much. A Workspace must be set up for each application and all participants in the proposal preparation must be identified. Everyone who will be managing a proposal should familiarize themselves with the general workflow:

- Log in to Grants.gov
- Search for a funding opportunity
- Create a Workspace
- Add participants who will need access to assist in the preparation of the proposal
- Re-assign Workspace ownership as needed
- Download and fill in applicable forms in the application package
- Complete the application and attach in the myGRANT proposal development record for internal routing and approval
- AOR review and submission proposals

With every new process, there may be problems and glitches so it is highly recommended that all principal investigators and administrators start early in the application process to avoid missing deadlines. Grants.gov provides a number of resources to help in the transition and the Workspace Blog provides tips and up-to-date solutions on problems that are identified with the system:

- Grants.gov Workspace Overview: Open grants.gov in your browser, navigate to Applicants > Workspace Overview
- YouTube training videos: Open YouTube.com in your browser and search for “Grants.gov Workspace”

If you have any questions regarding the application process please contact the ORS Helpline at helpline@ors.hawaii.edu or (808) 956-5198.
NO-COST EXTENSION REQUESTS THROUGH NASA SHARED SERVICES CENTER (NSSC)

If you need to request a no-cost extension for your NASA grant or cooperative agreement (awards beginning with “NNX”), fill out the “NSSC NCE Prior Approval Form” found at the Office of Research Services (ORS) website: http://www.ors.hawaii.edu/index.php/apply/forms (click on “NASA - NSSC No Cost Extension Prior Approval Form”). Address each section of the form. NASA requires that a copy of the current progress report for the award be uploaded to the NCE request so you will need to attach a pdf of your current progress report with your request. When the form has been completed, it will need to be signed by the principal investigator and fiscal administrator and forwarded to your assigned ORS Specialist for submission to NSSC. Forms should always be downloaded from the “ORS Forms” website to ensure that you are using a current, updated version. This will avoid delays in processing the request due to insufficient or incorrect information.

If you have any questions, contact your assigned ORS Specialist:

FISCAL YEAR 2017 SINGLE AUDIT

As an entity that expends more than $750,000 in federal funds, the University of Hawaii (the University) is required to receive an annual Single Audit. The purpose of this audit is to provide assurance to the federal government that we are capable of managing our federal awards in accordance with laws, regulations, policies and procedures as well as terms and conditions of our federal awards. The University has engaged Accuity LLP Certified Public Accountants (Accuity) to perform our Single Audit. As in prior years, the Office of Research Services will be coordinating the audit requests and will be working with the appropriate staff across the University. Starting from late May through mid-November, your staff may be contacted for documentation, inquiries and follow up requests. In order for Accuity to complete the audit by mid-November and present the audit report (prior audit reports available at: https://www.hawaii.edu/offices/budget-finance/) to the Board of Regents in December, we request full cooperation in meeting all requests and deadlines. If we encounter any delays in obtaining information and responses for the audit, requests may be escalated to the appropriate Vice Presidents or Chancellors for assistance.

We thank you in advance for your assistance and cooperation and look forward to a smooth FY2017 Single Audit. For questions, please contact Dawn Kim, ORS Financial Compliance Manager, at dawnkim@hawaii.edu or (808) 956-0396.
Delegation of principal investigator (PI)/project director (PD) responsibilities must be made in accordance with UH policies and procedures. Regents Policy RP 12.202 “Principal Investigator” states that only Board or Regents appointees may serve as principal investigator for an externally-funded contract or grant. In the context of this policy, adjunct faculty, research affiliates, and emeriti faculty in non-compensated university appointments may serve as PIs.

As described in AP 8.926, “Administrative and Financial Management Requirements for Extramurally Financed Research and Training Programs/Activities of the University of Hawaii”, the PI/PD is responsible and accountable for the satisfactory performance of scientific and technical work prescribed under the sponsored program or activity, and the review of expenditures to ensure the allowability, allocability and reasonableness of all costs charged to the award in support of the project. The PI/PD shall be accountable for any program deficits and disallowances that may occur in the performance of work under the sponsored program activity.

According to AP 8.025, the PI/PD may temporarily delegate program responsibility to sign and approve documents to another responsible university administrator, who has first-hand knowledge of the work performed and is familiar with the unit’s program goals, initiatives and requirements and who can reasonably review transactions for program appropriateness. A permanent delegation of responsibility is not allowed by UH policy, and any actions taken by the administrator under such signature delegation should be reviewed and ratified by the PI/PID upon return from absence or unavailability.

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

Kuali Inc. has released a new user interface (UI) for the Conflicts of Interest (COI) module to address accessibility. As this new UI includes a number of critical fixes, this is a heads-up that ORS plans to release this upgrade later this year. This will mean a new look and feel in the COI module, and a corresponding upgrade to myGRANT.

The upgrade and new UI will not affect any disclosure or disclosure status of those already submitted. As with the initial COI module implementation, ORS will provide training materials, user guides and training sessions, both live and recorded. Individual training sessions may also be scheduled as needed.

If you have any questions, please contact Karen Lai, ORS Business Analyst, at karenlai@hawaii.edu, or (808) 956-5986.
What is Unrecovered F&A?

Unrecovered Facilities & Administrative (F&A) cost is the difference between the amount awarded and the amount which could have been awarded under the recipient's approved negotiated indirect cost rate (F&A rate), where a lower indirect cost rate is applied to an award. Unrecovered F&A applies where any of the following apply:

- The award or sponsor’s F&A rate is less than the university's standard F&A rate, which is the federally negotiated rate.
- The PI obtains an F&A cost reduction or waiver in writing from the appropriate campus chancellor or chancellor’s designee.

According to OMB Circular A-110 and 2 CFR 200.306, 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.