From the Director’s Office

Aloha Kākou,

Phase III of myGRANT implementation was successfully launched on February 16, 2012. We are pleased that the transition went smoothly. Henceforth, all proposals should be submitted through myGRANT for electronic routing approval and submission. We recognized that switching to a new system is a paradigm shift and there will be a learning curve, hence the myGRANT Helpline staff has been working hard on assisting principal investigators (PIs) and research staff throughout the ten campuses to address all issues that have arisen. Additional training on myGRANT is being provided as requested and on-line training is available 24/7. The overall feedback received from the research community regarding myGRANT has been positive. We have 111 applications already routed and submitted to granting agencies via myGRANT. Many thanks to everyone who has provided guidance, feedback and support to ORS during this challenging time.

In this month’s newsletter, we have included several articles on myGRANT to answer some of the frequently asked questions and assist the research community with accessing the system. I hope you find the article on how to access myGRANT on your smartphone and tablet helpful.

The Office of Management and Budget (OMB) potential reforms are also included for your comments. ORS will compile the institutional responses to submit to OMB by March 29, 2012. Please send your comments to us.

Mahalo!

Yaa-Yin Fong
Director

National Institutes of Health (NIH) Acknowledgment of Funding

The transfer of National Institutes of Health (NIH) grants from the National Center for Research Resources (NCRR) to other NIH funding components has led to questions about the acknowledgement language to be used in publications, press releases, etc.

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National Institutes of Health (NIH) Acknowledgment of Funding (continued)

Please reference both the NCRR and the new funding component on all products resulting from grants that have been transferred, as per the example below.

"This project was supported by the National Center for Research Resources and the [new funding component] of the National Institutes of Health through Grant Number XXXXX."

Office of Management and Budget (OMB) Reform and Questions

The Office of Management and Budget (OMB) just published a notice in the Federal Register asking for public comment on potential reforms to federal grant policies contained in OMB circulars such as A-21, A-133, and A-122. These include ideas that would standardize information collection across agencies, adopt a risk-based model for single audits, and provide new administrative approaches for determining and monitoring the allocation of federal funds. Please send ORS your comments to Dawn Kim, ORS Compliance Manager, at dawnkim@hawaii.edu. You are also welcome to send your own individual comments directly. If you would like to receive the summary of the reforms and OMB questions, please contact Dawn Kim.

U.S. Department of Agriculture’s (USDA’s) Cooperative State Research, Education, and Extension Service (CSREES) Expanded Authorities Demonstration Update

The U.S. Department of Agriculture’s (USDA’s) Cooperative State Research, Education, and Extension Service (CSREES) and Federal Demonstration Partnership (FDP) University participants undertook a pilot project to explore whether it would be feasible for CSREES to eliminate the requirement for agency approval on second no-cost extension requests, effective December 1, 2004. This demonstration has been on-going and has been extended indefinitely.

The University of Hawaii is allowed to initiate a second no-cost extension of up to 12 months with ORS’ approval using our internal Prior Approval Form (PAF) unless one or more of the following conditions apply:

- the terms and conditions of the award prohibit the extension;
- the extension requires additional Federal funds;
- the extension involves any change in the approved objectives or scope of the project; and
- the extension would extend the award beyond the statutory time limitation set for the award.

Upon approval of the PAF, ORS will notify CSREES of the action taken so that they can update their records.

For questions, please contact Paul Kakugawa, Pre-Award Specialist, at pkakugaw@hawaii.edu or (808) 956-4054.
**Subaward Payment Terms**

During our review of subawards, ORS has noted instances where payment terms allow for a significant balance due upon execution of the subaward agreement. In general, payment terms on subawards should mirror the prime award payment terms. According to A-110, Subpart C .22, cost reimbursement is the preferred method. In addition, the Terms and Conditions of the FDP Subaward Agreement include the following language:

‘1) Prime Recipient hereby awards a cost reimbursable subaward…’

‘2) Prime recipient shall reimburse subrecipient not more often than monthly for allowable costs. All invoices shall be submitted using Subrecipient's standard invoice…’

A departure from the preferred cost reimbursable method should only be utilized on an exception only basis. If payment is based upon deliverables or milestones, the PI/FO must be able to verify and document the satisfactory completion of these items. In addition, advance funding by the Research Corporation of the University of Hawaii (RCUH) should only be used on an exception basis (i.e., in the case of a subrecipient with limited financial resources), and the principal investigator (PI)/fiscal officer (FO) must adequately document the reason for advancing funds to the subrecipient. Subawards with payment terms that deviate from the prime award payment terms will not be approved without adequate justification.

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

**Supplemental Time Off (STO) Leave Schedule – Final Report Filing**

Fiscal Officers are asked to provide closeout confirmation, including final certified cost sharing reports and any required back up documentation, for all awards that have final reports due during the supplemental time off period of March 27, 2012 through March 31, 2012, no later than Friday, March 16, 2012. Please review your awards with final reports due during this period so that communication with the principal investigator and project staff can be made now to ensure timely closeout notification to your ORS accountant. The ORS accountants may also be contacting you to remind you of information they will need to file the final reports.

In accordance with APM A8.954, Project Closeout, if timely closeout confirmation is not received, ORS will file the final reports based on the information in FMIS at the time the final reports are prepared. Suspense items, suspended payroll and encumbrances will not be included in the final report and must be transferred out of the project account. Please also note that March 23, 2012 will be the last Research Corporation of the University of Hawaii (RCUH) FastTrack and FREDI feed, until the process resumes on March 30, 2012, therefore please submit requests as early as possible and allow at least three business days for ORS staff to process any Fast Track requests by March 23, 2012. Please be sure to contact your ORS accountant as soon as possible if there are issues that need to be addressed in the closeout of your awards.
Supplemental Time Off Leave Schedule – Cost Sharing and Vacation Reserve Journal Vouchers

Cost sharing input forms and vacation journal vouchers that need to be processed in the month of March should be submitted to the ORS Cost Studies section no later than Friday, March 16, 2012.

Neighbor island fiscal officers (FOs) or FOs not located on the Manoa campus may submit their journal vouchers and supporting documentation via File Drop to hanaokak@hawaii.edu to make the deadline. The File Drop web site is: https://www.hawaii.edu/filedrop/. To ensure that your journal voucher is not rejected, please remember that since July 1, 2011 there is only one vacation reserve account: 650497 SW. The other accounts are no longer used.

For questions please contact Kevin Hanaoka, Cost Studies and Rate Analysis Manager, at hanaokak@hawaii.edu or (808) 956-9242.

Adding Ad Hoc Recipients as Approvers to the myGRANT Route Log

A proposal has been routed to you for review and you note that other department’s principal investigators (PIs) have been added to the Approval Route Log, but not their administrative personnel. You are still able to correct this oversight.

An "Approver" can be added into the myGRANT Ad Hoc Recipients Route Log at any time during the routing of a proposal by anyone in the "Approve" list. The insertion of additional approvers will be included at the "In Action List Approve" level. If a mistake is made at this time, an incorrect addition can be deleted before that level has been approved. Approvers are added one person at a time, therefore you will need to know who to route to in the other departments.

Additional routing can be added for "Acknowledgement" or "FYI" purposes. This will not stop the workflow and can be acknowledged at any point during routing.

If the person you are trying to add is not available, please contact the ORS Helpline at helpline@ors.hawaii.edu or (808) 956-5198.

Approving myGRANT Proposal Records From Your Smartphone or Tablet

Now that myGRANT is actively in use by the UH community, the streamlined approval process is one of the biggest advantages over the outdated method of hunting down people to sign paper forms. Did you know that you don’t need to be in front of a PC to use myGRANT? One exciting feature of myGRANT is the ability to approve proposals on the go.

Many people have adopted internet connected devices such as smartphones (e.g., iPhone, Android, Blackberry) or tablets. From these devices you can view and approve proposals without waiting to get back to the office.

As an example, this is the process to approve a proposal record from an iPhone.

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Approving *myGRANT* Proposal Records From Your Smartphone or Tablet
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Receive the email notifying you that your action is required in the *myGRANT* system.

Open the email and follow the link to respond.

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Login to the myGRANT system.

Review the proposal and click on the Proposal Actions tab.

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Click on the approve button and you are done.

**myGRANT Post-Award Processing**

We are now in full swing with the myGRANT implementation and there have been many questions on processing post-award changes. Most non-financial post-award modification requests must be processed via ORS through myGRANT. Listed below are some procedural guidelines to assist you with processing these types of post-award requests.

The following are scenarios requiring the creating and routing of a Proposal Development document in myGRANT:

- Change in principal investigator (PI)
- When a PI changes departments
- Addition/deletion of or change in key personnel
- Change in key personnel effort
- Addition to or change in research certifications approval
- Change in scope of work
- Progress report involving significant change in scope of work where incremental funding is contingent upon progress report submittal
- De-obligations

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myGRANT Post-Award Processing (continued)

- Change in allocation of indirect costs
- Rebudget, if it will result in a formal award modification
- Change in conflict of interest disclosure
- Addition of consortium
- Change in performance site

The following is a general guide to creating a proposal development record to route post-award modifications.

1. Create a new Proposal Development document. If you submitted the original proposal through myGRANT, you can copy the proposal to minimize data entry. Make sure that you do not copy Budget or Attachments.

   **Create New Proposal**

   ![Create New Proposal Image]

   Copy Existing Proposal (located on Proposal Actions tab). Make sure that the "Budget?" and "Attachments?" boxes remain unchecked.

   ![Copy Existing Proposal Image]

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2. Select “Post Award Action” as the Proposal Type.

3. Complete all fields needed in order to submit proposal to workflow. Attach all relevant documentation to the "Internal Attachments" subtab in the "Abstract and Attachments" tab. Do not create a Budget Version (leave blank).

4. After the proposal is submitted, it will be routed for all approvals and received by ORS at the end of the workflow.

As a note, requests for supplemental funding will be treated slightly differently. For supplemental funding awards not previously proposed, a new Proposal Development record must be created in myGRANT and a budget must be created for the amount of the supplemental award. Please also provide ORS with any formal and informal communication with the sponsor by attaching them to the "Internal Attachments" subtab in the "Abstract and Attachments" tab.

Finally, requests for no-cost extensions do not require creation of a myGRANT record. Please send the original and one copy of the formal request letter to your designated ORS pre-award specialist with transmittal instructions. When ORS receives approval from the funding agency, a copy of the award notice will be forwarded to the PI and fiscal officer (FO) via myGRANT.

If you have specific questions regarding the above, please feel free to contact your ORS pre-award specialist. If you are not sure who your specialist is please go the following link for assistance, [http://www.ors.hawaii.edu/files/PREAWARDASSIGNMENTS.pdf](http://www.ors.hawaii.edu/files/PREAWARDASSIGNMENTS.pdf). You may also contact the ORS Helpline at (808) 956-5198 or [helpline@ors.hawaii.edu](mailto:helpline@ors.hawaii.edu), or for more information regarding Proposal Development modules, please visit the below link; [http://www.ors.hawaii.edu/index.php/online-training](http://www.ors.hawaii.edu/index.php/online-training).
Supporting Documentation for Advance Account Requests

In accordance with APM A8.952, Advance Funding Accounts for Externally Financed Programs and Activities, supporting documentation is required to support the Appendix A, Request for Advance Fund Account Approval Form, submitted when requesting an advance account to be established. Supporting documentation in the past included the ORS Form 5. With the implementation of myGRANT, a hard copy Form 5 is no longer available. Therefore, please reference the Institutional Proposal number in myGRANT with the advance account request. This number is available once the proposal has been submitted to the sponsor. The Institutional Proposal number can be obtained as follows:

1. Open Proposal Development record for the proposal.
2. Go to the "Medusa" tab.
3. Look for the Institutional Proposal Number as shown below.

![Medusa Image]

If the Institutional Proposal number is not yet available, other supporting documentation may be provided, such as written assurance from the extramural sponsoring agency that a program or activity has been approved for funding. In all cases, written approval for the advance account from the department chair and dean/director as requested on the Appendix A is required.

For questions, please contact Joanne Yama, Projects Financial Services Manager, at jyama@hawaii.edu or (808) 956-8163.

ORS Helpline Frequently Asked Questions FAQ

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. However, note that only existing attachments can be updated and no new documents may be added. Please coordinate any updates with your pre-award 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.

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ORS Helpline Frequently Asked Questions (continued)

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

Yes, however, for any changes/revisions other than an update to existing attachments, the proposal must be returned for changes (on the "Proposal Actions" tab) by the person that is currently reviewing the proposal. The proposal will then need to be routed again for approval.

Please note that there is one exception to the above as the "Questions" tab cannot be revised after submitting the proposal for approval. If this section needs to be revised, the proposal will need to be copied, revised and resubmitted. Please contact the ORS Helpline at helpline@ors.hawaii.edu if you need assistance with this.

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