From the Director’s Office

Aloha Kākou,

As you are aware, on March 1, 2013, the President issued a sequestration order cancelling approximately $85 billion of the federal budget for the remainder of the federal fiscal year. At this point, we do not know how this will impact the University of Hawai‘i’s (UH's) existing grants and/or future funding. Although we have been informed that many federal agencies are taking steps to mitigate the effects of these cuts, to the extent that existing awards are affected by this budget cut, individual principal investigators will be notified with additional information. Please contact your ORS Grants & Contract Specialists if you receive a notification. We will also keep you posted if we hear of any new developments from federal agencies. Please watch for ORS announcements on any updates.

The OMB has released the Proposed Guidance for "Reform of Federal Policies Relating to Grants and Cooperative Agreements; Cost Principles and Administrative Requirements (Including Single Audit Act)”. ORS is coordinating with Council of Government Relations' (COGR's) response and is also collecting feedback from the UH research community. We will prepare the institutional response to OMB before the deadline. Please send us your comments if you would like your comments to be considered in the institutional response. Please note that individuals are also welcome to send responses directly to OMB. Please see details in the article below.

We have received much positive feedback on the myGRANT National Science Foundation (NSF) guide which was launched last month. As part of ORS' continuing improvement on the user interface (UI) experience, this month, we added a General guide and a National Institutes of Health (NIH) guide using the NSF guide as a model. You may now access these guides from the myGRANT Help tab. We hope you find these guides useful and valuable to your proposal submissions. As always, we appreciate your constructive feedback to enhance the UI enhancement process.

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

In this month's newsletter, we also include useful updates and clarifications for the Contract and Grants accounting process in the Kuali Financial System (KFS). These include new account set up, e-invoices, and cost share processes. Please see details in the article below.

Mahalo!

Yaa-Yin Fong
Director

Veterans Affairs (VA) Payments and Processes & Award Process Impacted by the System for Award Management (SAM)

The System for Award Management (SAM) is a new federal system which is being consolidated in phases. The first phase of SAM, which includes the capabilities of Central Contractor Registration (CCR)/Federal Agency Registration (FedReg), was implemented last July.

We have recently been notified that a new award or supplement may be delayed for processing by certain federal sponsor agencies (i.e., NASA) due to an outstanding delinquent federal debt recorded on SAM. Although the University of Hawai`i's (UH's) Bursar’s Office has confirmed that the debt is related to amounts due to the Veterans Affairs (VA) office for student tuition payments which are not related to UH's extramural awards, ORS was just notified yesterday that the outstanding debts have also affected the issuance of new awards and/or supplements.

Members of the National Association of College and University Business Offices (NACUBO) recently met with VA staff to discuss these issues - see the links below to (NACUBO) articles regarding the VA Treasury Offsets:

http://www.nacubo.org/Business_and_Policy_Areas/Accounting/Accounting_News/More_Institutions_Affected_by_Treasury_Offset_Program.html

http://www.nacubo.org/Business_and_Policy_Areas/Student_Financial_Services/Student_Financial_Services_News/NACUBO_Workgroup_Meets_with_VA_Staff_Expresses_Concerns.htm

If you receive a notification that your award has been affected, please forward the notice to your assigned ORS Grants or Contract Specialist. The Bursar’s Office is working diligently with the VA and the various campuses to resolve these outstanding debt issues.

Grant Reforms and Office of Management and Budget (OMB) Circular Update


(Continued on next page.)
Grant Reforms and Office of Management and Budget (OMB) Circular Update (continued)

In support of the Proposed Guidance, OMB has provided a number of documents that can be accessed at the following website: http://www.whitehouse.gov/omb/grants_docs#proposed. Included on this website are a link to a Summary of Changes document (same text as noted above), a link to the full text and six (6) additional links to various crosswalks between the current circulars and the Proposed Guidance.

A 90-day public comment period will be open until midnight Eastern Standard Time, May 2, 2013. ORS will be preparing the official institutional response. You may send your comments to Dawn Kim at dawnkim@hawaii.edu if you would like your comments to be considered for the institutional response. However, you are also welcome to submit your comments directly to OMB through regulations.gov under docket number OMB-2013-0001.

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

Proposals Requiring Assurances and Certifications

As a cooperative effort to expedite the processing of new proposals, we would like to ask for your assistance in notifying your Grants Specialist of your proposal deadline as early as possible, especially where there are Assurances and Certifications required as a part of your proposal submission. Most federal agencies require the standard Non-Construction, Debarment and Non-Lobbying certifications that ORS Grants Specialists have delegated authority to sign. However, ORS has been noticing that an increasing number of extramural funding sources (i.e., private, non-profit and foreign entities) require new certifications which ORS must coordinate with other University of Hawai‘i (UH) officials to certify/sign. Therefore, it is important that your assigned specialist is notified in advance of the proposal deadline of any non-standard requirements for proposal submission. This will allow sufficient time for ORS to verify the proper signing authority to ensure the timely submission of your proposal.

It is also important to include your Request for Proposal (RFP) as an internal attachment in your myGRANT proposal development record. This will allow the assigned specialist to ensure that your RFP does not contain terms and conditions that may interfere with your work or the interests of the university as a whole. ORS must include any disclaimers or exceptions to unacceptable terms at the point of proposal submission in order to be able to negotiate the removal of unacceptable terms if your proposal is funded.

Please contact your assigned specialist if you have any questions.

ORS Grants and Contract Specialist School assignments can be found on our website at: http://www.ors.hawaii.edu/files/GrantandContractSchoolAssignments.pdf.
Kuali Financial Services (KFS) Updates

Thank you for your continued patience and understanding in the transition to the Kuali Financial System (KFS). Here are some updates and reminders:

- To identify the KFS E-docs to be reviewed by the individual ORS Accountants, please remember to include the CG number in the description section of the E-doc. This can be put at the beginning of the description. The recommended format would be “CG38-FO035 Create New Account Code.” This will make processing more efficient for all by helping the ORS Accountant visually, or via filters, determine which E-docs on the Action List for the UH ORS Accounting Group are theirs to review without having to open each individual E-doc.

- To clarify the processing time for account and budget establishment in KFS that was provided in the February 2013 ORS Newsletter, the two (2) business day processing time applies to brand new awards and the initial account and budget establishment for new awards. All subsequent account establishments, changes to existing accounts and budgets, and other modifications can be initiated by the Fiscal Administrator (FA). Institutionally authorized changes which do not need ORS or sponsor approval are to be initiated by the FA. Every effort will be made to establish your new account and budget within two (2) business days. There may be delays during peak times such as the end of the state or federal fiscal year, or the end of a quarter. Inquiries regarding the status of your initial account and budget establishment will slow the processing for all accounts and budget establishment so we request your assistance in allowing a reasonable processing time before contacting your CG Accountant.

- Generally, one (1) project account will be established for the duration of an award. However, in cases where there is a requirement by the sponsor to provide financial information by individual funding years within a multi-year award, ORS will establish a new project account for each year of the award in order to meet the reporting requirements. If you have any questions regarding the establishment of multiple accounts for an award, please contact the ORS accountant responsible for the sponsor.

- The CG Accountant assignments for specific sponsors are found on our ORS website and can be downloaded for your reference at: http://www.ors.hawaii.edu/files/TEAM_ASSIGNMENTS.pdf. If you have any questions regarding your award or account, please use this reference sheet to identify the correct CG Accountant. For existing accounts, you can find the CG Account Responsibility ID number under the Account, Contracts and Grants tab, or the name under the Award, Fund Managers tab as the Primary.

- Effective March 1, 2013, ORS-PFA/PFS will no longer provide a hard copy of the invoice to the FA. The invoices will be attached to the CG invoice E-doc (CGIN) in KFS. For instructions on how to view invoices, please go our ORS website for instructions. The link to the instructions is: http://www.ors.hawaii.edu/files/KFS_View_Invoice.docx

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

Kuali Financial System (KFS) Instructions

If you missed the announcements on where the KFS instructions for cost sharing and vacation reserve are located, please refer to the following:

KFS Cost Sharing information can be found at:

http://www.ors.hawaii.edu/index.php/start-up-a-manage/81-start-up-a-manage/155-cost-sharing-recording

A January 2013 ORS newsletter article refers to how to handle cost sharing fringe:


Please note that KFS should be used to enter current fiscal year cost sharing. Adjustments to data prior to July 1, 2012 must be made as beginning balance adjustment, which only the central offices can make. Please contact Kevin Hanaoka so that he can get the adjustments into KFS.

KFS Vacation Reserve can be found at:

http://www.ors.hawaii.edu/index.php/start-up-a-manage/81-start-up-a-manage/156-vacation-reserve

Please remember to ad hoc route your Salary Transfer, Distribution of Income & Expense (cost sharing & pre-July 5, 2012 salary transfers) and Disbursement Voucher (vacation credit transfer to State agency) documents to group 20021 (UH ORS Cost Studies) for approval. The current KFS workflow does not automatically route them to Cost Studies for approval.

State Department of Transportation F&A Rate Update

The sponsor specific web page has been updated to reflect the F&A rate for State of Hawaii Department of Transportation awards under the Joint Cooperative Agreement DOT-10-030 with UH Manoa: http://www.ors.hawaii.edu/index.php/rates/83-quick-links/100-sponsor-specific-rates.

Should you have any questions or have any items that should be addressed on the web or via announcements, please contact Kevin Hanaoka at hanaokak@hawaii.edu or (808) 956-9242.

ORS Helpline Frequently Asked Questions

What version of Adobe Reader/Acrobat should I be using for Grants.gov forms?

Currently there is a known issue with Adobe Reader/Acrobat XI which prevents submission with the following error even when all required fields are filled out:

"At least one required Field was empty. Please fill in the required field (highlighted) before continuing."

Please do not use version XI of Adobe Reader/Acrobat at this time.

(Continued on the next page.)
ORS Helpline Frequently Asked Questions (continued)

Check the Grants.gov compatibility table for the version of Adobe Reader/Acrobat that is compatible with your Operating System.

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 updated, no new documents may be added. Please work with your Grants 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.

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

Yes, for any other changes/revisions, 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.

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