From the Director’s Office

Aloha Kākou,

Several of ORS staff presented at the Kuali-Coeus (KC) user conference last week in Atlanta, Georgia to share the University of Hawai‘i’s (UH) KC implementation experiences. The feedback received from KC partners who attended the conference was very positive. Several schools found our presentation and experiences valuable to their own implementation. Since KC is a community-based application, through this exchange of ideas and collaboration with other research institutions, we will continue to enhance myGRANT with KC's future releases.

This month, we have included the updated Financial Conflict of Interest policy from the National Institutes of Health. For more details, see the article below. Also, since the university is scheduled to launch Kuali Financial System (KFS) in July, we want to bring your attention to the process of setting up new CG accounts in KFS. In the future, we will communicate any changes associated with CG accounts in KFS, as appropriate.

On April 25, 2012, the United States House of Representatives approved the Digital Accountability and Transparency Act of 2012 (H.R. 2146, DATA Act). Unlike FFATA, the DATA Act would mandate full multi-tier recipient reporting on the use of federal funds. The bill must still go to the Senate for approval. However, if it is passed by the Senate, UH will have to be in compliance. More details need to be defined and we are hoping that the format will allow recipients to file reports using standard reporting elements without variations between each federal agency. Stay tuned as this bill continues to evolve.

There are useful myGRANT tips in the FAQs this month. I hope you find these helpful to enhance your myGRANT experiences.

Mahalo!

Yaa-Yin Fong
Director

**National Institutes of Health (NIH) Releases Financial Conflict of Interest (FCOI) Checklist for Policy Development**

The National Institutes of Health (NIH) recently posted a Checklist for Policy Development Related to the 2011 Revised Financial Conflict of Interest (FCOI) Regulation, Promoting Objectivity in Research (42 CFR Part 50

(Continued on next page.)
NIH Releases Financial Conflict of Interest (FCOI) Checklist for Policy Development (continued)

Subpart F) on its Financial Conflicts of Interest website site at: http://grants.nih.gov/grants/policy/coi/. The purpose of the checklist is to provide an overview of the requirements of the 2011 revised FCOI regulation and serve as a resource when developing, revising or reviewing an Institution's FCOI policy to determine compliance with all regulatory requirements. Institutions must be able to certify, in each application for funding from the Public Health Services (PHS), that the institution:

- Has in effect an up-to-date, written and enforced administrative process to identify and manage FCOI.
- Shall promote and enforce investigator compliance with the regulation.
- Shall manage FCOI and provide initial and ongoing FCOI reports.
- Agrees to make FCOI and SFI information (including related institutional reviews and determinations) available to HHS, promptly, upon request.
- Shall fully comply with the regulation's requirements.

ORS is working with the Office of Research Compliance (formerly known as the Office of Vice Chancellor for Graduate Education and Research) to revise the current policy and procedures in order to meet the August 24, 2012 implementation due date.

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

Establishment of Contracts & Grants Accounts in the UH Kuali Financial System (UH-KFS)

Upon implementation of the UH Kuali Financial System (UH-KFS) in July 2012, all Contracts & Grants accounts will be initiated and created by the Office of Research Services, Projects Financial Services Section (ORS-PFA). This is a change from our current FMIS system where the accounts are initiated by the fiscal officer (FO) through the Research Corporation of the University of Hawai‘i (RCUH) FMIS FastTrack System. The RCUH FMIS FastTrack System will no longer be used to create accounts in UH-KFS. The proposed process for creating a Contracts & Grant accounts is as follows:

1. An award is received and created in myGRANT.
2. The ORS accountant responsible for the sponsor of the award will view the myGRANT award document and create the Contracts & Grants account with the information contained in the myGRANT award document.
3. A budget e-doc will be created for the account. The budget will be based on the approved award document. If there is no budget detail in the award document, the ORS Accountant will contact the FO for a budget breakdown.
4. The account will be approved by the ORS accountant and will become an active account in UH-KFS. The FO will receive an e-mail notification to acknowledge the creation of the account.
5. If there are changes that need to be made to the account (e.g., account attributes, start/end dates, budget adjustments, etc.), the FO can initiate the change request and route the KFS e-doc to ORS-PFA for approval.

ORS-PFA is currently working on procedures for assigning account numbers to the awards, establishing advance accounts, and modifying accounts. Once a process is developed, we will send out an update to FOs. If you have any questions on the KFS account establishment process, please contact Janis Morita, Projects Fiscal Accounting Manager, at morita@hawaii.edu or (808) 956-6959.
Helpful Proposal Development Tips for myGRANT

As everyone is successfully learning to navigate through the myGrant system, here are some helpful tips to assist with Proposal Development before submitting your Proposal Development record to the workflow approval process:

- In order to ensure proper transmittal of your proposal, please complete all the information located in the Proposal Tab of your myGRANT document (e.g., Sponsor & Program Information, Delivery Info).

- Please ensure that the principal investigator (PI), any co-principal investigators (Co-PI) and any co-investigators (Co-I) answer all UH Proposal Person Certification questions located in the Key Personnel tab. If there are unanswered questions we will have to return the record for completion, which may delay the proposal submission as the Proposal Development record will need to be re-routed through the entire workflow.

- Once you have routed your myGRANT Proposal Development document for workflow approvals, the Questions tab cannot be edited if returned for changes. As such, please make sure the questions are answered correctly before routing for approval. If you are not sure of how to answer a question and need assistance, we strongly suggest that you check with your assigned ORS Pre-Award specialist to review the questions before routing for approval. Otherwise, in order to make the necessary corrections after the approval routing, you will have to copy the proposal into a new Proposal Development document (Proposal Actions tab – copy to New Document sub-section) which may delay the proposal submission as the new Proposal Development record will need to be re-routed through the entire workflow.

- If you are attaching a non-system-to-system Grants.gov package in myGRANT, you do not have to attach the project narrative and budget justification separately. This information is already included in your Grants.gov package.

- Please be sure to attach the Request for Proposal as an internal attachment (Abstracts and Attachments tab). This will assist the Pre-Award specialist in confirming the due date and time, indirect cost limitations, page limitations, etc.

- Please verify that all budget figures entered into the budget tab of your myGRANT document match the budget figures in your proposal attachment to be submitted to the sponsor. As a friendly reminder, please mark the budget status as “complete” and check the Final box before routing for workflow approvals.

- In cases where you include cost sharing in the proposal, you are required to enter the cost sharing figures in the Parameters Tab of the budget document. In addition, you will also need to complete the Cost Sharing sub-section within the Distributions & Income tab of the budget document.

- In cases where you include any commitments from departments other than the PI’s department, please be sure to add the ad-hoc approvers for that department to the workflow to confirm their commitment. Failure to include other department approvers will delay the processing of the proposal as the Proposal Development document will have to be re-routed to obtain these approvals before submission. To add an Ad Hoc approver to the Proposal Development document, open the Route Log, and open Ad Hoc Recipients. Select Approve from the action menu and click on the magnifying glass under “person” to search for the approver’s name. Click on Return Value to select the individual, then click on Add. Remember to do this for all required approvers for the other departments.

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Helpful Proposal Development Tips for *my*GRANT (continued)

If your award was issued prior to the implementation of *my*GRANT and you are submitting a request to the sponsor for a no-cost extension, you do not need to create a *my*GRANT 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 principal investigator and fiscal officer via *my*GRANT. For more information on whether your post award modification will require the creation of a *my*GRANT record, please refer to the following guide on the ORS website at: [http://www.ors.hawaii.edu/files/Post_Award_Modifications_Guide.pdf](http://www.ors.hawaii.edu/files/Post_Award_Modifications_Guide.pdf).

For questions, please contact Georgette Sakumoto, Pre-Award Specialist, at gsakumot@hawaii.edu or (808) 956-4056.

ORS Helpline Frequently Asked Questions FAQ

A proposal I am trying to work on in *my*GRANT has a note “This proposal is locked for editing by (username)” What does this mean?

Whenever a user opens a proposal in *my*GRANT, the system automatically locks the proposal so no one else can make changes to it while they have it open. To unlock a proposal, you need to use the “close” button at the bottom of any page of the proposal. If you just close the browser window or logout without using the “close” button, it will not unlock the proposal for others to edit.

If you need to work on a proposal and someone else has it locked, please contact that person to make sure they are no longer working on the proposal, or you can contact the ORS Helpline for assistance.

I am trying to make changes to a budget that was returned for changes in *my*GRANT, but all the fields in the budget are not editable. How can I make changes to the budget?

Make sure the budget status is set to “incomplete.” Once the budget it set to “complete,” it locks the budget for editing. To set the budget status, go to the “budget versions” tab, use the dropdown box next to the final budget version to select “incomplete,” then click “save” at the bottom.

I submitted a proposal in *my*GRANT. How can I check the workflow status?

Open your proposal in *my*GRANT and go to the “Proposal Actions” tab. You can check the status of your proposal in the “Route Log” section. There should be three sections, “Actions Taken,” “Pending Action Requests,” and “Future Action Requests.”

**Actions Taken:** All actions that have been completed for the proposal. This section will usually list the initiator as saving and completing the proposal, and any subsequent approvals.

**Pending Action Requests:** This section will list the approvals that are currently awaiting completion. The current pending action requests must be completed before the proposal can move forward in the approval process. If you see “Central ORS” as the pending approval, the proposal has reached the ORS office for review.

**Future Action Requests:** This section will list the approvals that will need to be completed once the current pending actions are completed. The approvals in this section are listed in the order that they need to be completed.

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**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*