From the Director's Office

Aloha kākou,

The Federal Demonstration Partnership released a Guidance Document and Frequently Asked Questions regarding the use of the new FDP Subaward Agreement templates. Please see the article below for more details.

The myGRANT Research Training and Revolving Funds (RTRF) Percentage Credit Split on-line reports are now available on ORS’ website. The main purpose of this report is to make more transparent the process of RTRF split among multiple personnel within one project. As the RTRF percentage credit fields as of June 30, 2015 will be used for calculating the actual RTRF credit to the principal investigators (PIs) and key personnel's associated units, we are asking everyone to search their own projects and verify the credit split for each project. If any changes need to be made, all the parties must be in agreement before submitting the request to ORS for the change. Please see details in the article below.

This month’s articles also provide information on common submission errors at Grants.gov and avoiding common errors for National Institutes of Health (NIH) proposals, the federal dialogue and pilot to reduce reporting compliance costs for federal contractors and grants, payments to contractors and subrecipients relative to Office of Management and Budget Uniform Guidance regulations, and preparing for the fiscal year end 2015 accounts payable process. Finally, the ORS’ Contracts and Grants Specialist assignments have been updated on ORS’ website. Please see the articles below for more information.

Mahalo!

Yaa-Yin Fong
Director
Federal Dialogue and Pilot to Reduce Reporting Compliance Costs for Federal Contractors and Grantees

In an effort to improve the economy and efficiency of the federal award system, the Chief Acquisition Officers Council, Department of Health and Human Services, and the General Services Administration (GSA) are conducting a national dialogue to discuss ideas on how to reduce compliance and other costs associated with reporting compliance under federal awards, including contracts, subcontracts, grants, subgrants and cooperative agreements.

It is hoped that the dialogue will result in the identification of impactful steps that can be taken to streamline reporting and reduce burdens and costs by, among other things, standardizing data and eliminating unnecessary duplication. The open dialogue will focus on three topics (campaigns):

- Campaign 1 – Reporting compliance requirements shared by prime and sub-awardees of federal procurements and grants.
- Campaign 2 – Procurement practices, processes and reporting.
- Campaign 3 – Grants practices and processes.

If you are interested in participating, more information will be posted at www.cao.gov on May 15, 2015. The dialogue will occur through an online platform and officially open on May 30, 2015 and close on May 30, 2017.

General information may be found at https://federalregister.gov/a/2015-07441. For specific questions, you may contact Christopher Zeleznik at dataactpmo@hhs.gov or (202) 205-3514, or Emily Gartland at IAEOutreach@gsa.gov or (703) 605-2532.

Guidance for Using FDP Subaward Templates Implementing the Uniform Guidance

The Federal Demonstration Partnership (FDP) Subawards Guidance Document Workgroup has released a Guidance Document and Frequently Asked Questions regarding the use of the new FDP Subaward Agreement templates implementing the Office of Management and Budget Uniform Guidance (UG). These new documents are available on the FDP website as follows:

- Guidance on the Use of the Templates
- Appendix 1 – Table of Required Subaward Data
- Frequently Asked Questions

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These documents are dynamic and will continue to change as the different federal agencies roll out clarifications and policy guides implementing the UG. Please take the time to review them.

If you have any comments on the documents, or suggestions for future materials, please email them to Dawn Kim, Compliance Manager, at dawnkim@hawaii.edu or (808) 956-0396.

Common Submission Errors at Grants.gov

When your proposal requires submission via Grants.gov, it is important to start working on them as early as possible. Read instructions and guidelines carefully—each agency has different rules, and each program has its own specific application package. Submit the proposal early to give yourself time to make any corrections and resubmit if an error causes it to be rejected by Grants.gov. Below are some of common errors that may cause applications to be rejected.

Grants.gov Errors

Some common errors are listed below (from Grant Application FAQs).

- All mandatory fields (yellow fields or fields with an asterisk next to them) have not been completed.
- Email field(s) are not formatted properly (name@domain.something) or the date fields have not been completed in their specific format (mm/dd/yyyy).
- The congressional districts field on the SF 424 is not listed in numerical format.
- All forms that have data in them (even optional forms) have not been moved over to the right.
- Save button was not clicked one last time, allowing the Submit button to become active.
- R & R Subaward budget attachments were not extracted from the SF424 form.
- Other documents (Scope, budget narrative, etc.) uploaded in the R & R Subaward attachments. Only the extracted budget forms allowed. Use the “Other Attachments” for these documents.

National Institutes of Health (NIH) Proposals

The following are questions to consider when submitting a National Institute of Health (NIH) proposal to avoid common errors:

- Does the DUNS number on the SF424 (R&R) cover form match the DUNS used for Grants.gov and Commons registration? (UH’s DUNS numbers can be found at http://www.ors.hawaii.edu/index.php/apply/institutional-profile)
- Did you provide correct Type of Submission (box #1), Federal Identifier (box #4), and Type of Application (box #8) information on the SF424 (R&R) cover form?
- Did you include the eRA Commons ID in the Credential field of the R&R Sr/Key Person Profile form for all PD/PIs?
Common Submission Errors at Grants.gov (continued)

- If submitting a Multiple-PD/PI application, did you give all PIs the PD/PI role on the Sr/Key Person Profile form?
- Did you include Organization name for all Sr/Key listed on the R&R Sr/Key Person Profile form?
- Did you include all required attachments?
- Are all your attachments in PDF format?
- Did you follow the page limits specified in the FOA and application guide?
- Did you include effort > 0 for all Sr/Key listed on the R&R Budget form?
- Did you follow all special instructions noted in Section IV. Application and Submission Information of the announcement?
- The role of Co-PD/PI, indicated for Senior/Key Person on the Senior/Key Person page, is not used by NIH. For multiple Principal Investigators, use the PD/PI role. Otherwise, select another role.
- No degrees have been submitted for the PD/PI. If you want the degrees to be displayed on the face page of the application image, you should include them on the SF 424 (R&R) Senior/Key Person Profile form.

For more information visit:


Payments to Contractors and Subrecipients Relative to Uniform Guidance (UG) Regulations

According to the Procurement Standards of the Office of Management and Budget (OMB) Uniform Guidance (UG) (2 CFR 200.318(b)), non-federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Furthermore, in accordance with the Subrecipient Monitoring and Management requirements of the UG (2 CFR 200.331), as a pass through entity, the University of Hawaii must monitor its subrecipients to ensure that subawards are used for authorized purposes are in compliance with federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved.

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When our prime award is a cost-reimbursable award, subcontract and subaward payments should be made on a cost-reimbursable basis. Terms and conditions related to payments made to contractors should be based on the satisfactory receipt of goods or services. Please ensure that payments are not made in advance unless the nature of such cost is customarily paid in advance (e.g., subscriptions’ maintenance agreements) or a written policy applicable to all customers is provided by the contractor and maintained. The principal investigators, with the assistance of their fiscal administrators, must review and confirm that adequate progress and/or deliverables have been satisfactorily received prior to approving any payments and posting such expenditures to the extramural project accounts. The lack of such reviews ultimately compromises the integrity of the university's internal controls over the transactions posted in our financial system and could limit our future funding opportunities.

Although the university generally executes subawards with cost reimbursable payment terms, there are instances where a fixed payment arrangement would be warranted. Please refer to the UG (2 CFR 200.201) for criteria to ensure allowability of fixed amount subawards.

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

Preparation for the Fiscal Year End (FYE) 2015 Accounts Payable (A/P) Process

In preparation for Fiscal Year End (FYE) 2015, please ensure that all Accounts Payable (A/P) related to your extramural projects are properly recorded. Unrecorded A/P affects the accuracy of the university's financial statements and could result in audit findings. To assist you with this process, please perform the following:

1. Work with your principal investigators (PIs) / project staff to get invoices for goods/services (including payments to subrecipients) received during Fiscal Year (FY) 2015 as soon as possible so that payments can be processed by August 7, 2015.
   - Start notifying your PIs / project staff early so that they can plan in advance.
   - Sample notification letter to subrecipients / vendors is available on the ORS website at www.ors.hawaii.edu/files/Sample_Letter_Request_for_Invoice_at_FYE.docx

2. Review outstanding encumbrances for FY2015 transactions (including payments to subrecipients). If invoices for FY2015 transactions are not received by early July, follow up with the vendor or subrecipient to ensure that payments can be processed by August 7, 2015.

3. Process all invoices for payment through RCUH / UH Disbursing / DAGS for goods or services (including payments to subrecipients) received through June 30, 2015 by August 7, 2015.

For questions regarding this process, please contact Dawn Kim, Compliance Manager, at dawnkim@hawaii.edu or (808) 956-0396.
myGRANT Percentage Credit Split – Web Report

The myGRANT Percentage Credit Split on-line reports are now available on the ORS website at www.ors.hawaii.edu/index.php/reports/up-to-date-reports. The reports will provide the percentage credit split by person and by award.

Key personnel will be able to enter their name in the search function, which will bring up a list of their myGRANT awards with award number and the related Kuali Financial System (KFS) award ID.

Once the search is completed by person, the myGRANT award number will be reflected in the report. This information can be entered in the Allocation by Award search to see the total split by award for all key personnel involved.

Key personnel should review the above reports for:

- Any missing project, and
- The myGRANT percent credit split.

If any changes are required related to the above two items, please ensure that all parties are in agreement and e-mail Joanne Yama (jyama@hawaii.edu) by June 15, 2015, so that ORS may record the changes by June 30, 2015.

Please note the following:

- The awards included will be those that are currently active (termination date not yet reached) and awards with a termination date on or after July 1, 2014.
- If there are multiple award records (e.g., supplement, renewal, no-cost extension) for the same myGRANT award, the split allocation from the last award record will be reflected on the report.
- When generating a search, you may see the PI’s name reflected with and without an initial. Select both to generate a complete list of the projects.

Indirect cost allocation reports are prepared by ORS by fiscal year, therefore, any changes in the split credit during a fiscal year should account for the indirect cost (IDC) allocation for the fiscal year. A final indirect cost allocation for the 2015 fiscal year will be generated based on the myGRANT percentage credit split recorded as of June 30, 2015.

If any questions, please contact Joanne Yama, Associate Director of Cost Studies, at jyama@hawaii.edu or (808) 956-9242.
Changes to ORS Contracts & Grants Specialists Assignments

With the addition of Victoria Rivera as the ORS Contracts & Grants Manager at the Manoa Service Center and the increasing complexity and volume of proposals, effective May 11, 2015, the Contract and Grant Specialist school assignments were allocated to balance the workload and provide greater assistance to the research community. At this time, only University of Hawaii at Manoa’s schools, colleges, or departments are impacted by these assignment changes.

You may visit the ORS website at [http://www.ors.hawaii.edu/index.php/ors-assignments](http://www.ors.hawaii.edu/index.php/ors-assignments) for the most current information of the Contract and Grant Specialist assigned to your department. If you have any questions please feel free to contact ORS Helpline at helpline@ors.hawaii.edu or (808) 956-5198.

ORS Helpline Frequently Asked Questions

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

Whenever a user opens a proposal in myGRANT, 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 myGRANT, but all the fields in the budget are not editable. How can I make changes to the budget?

Make sure the budget is not marked as “Final”. Once the budget is marked as “Final,” the budget is locked for editing. To set the budget status, go to the “budget versions” tab, and use the check box next to the budget version, check or uncheck the box under “Final” and then click “save” at the bottom of the screen.

I submitted a proposal in myGRANT. How can I check the workflow status?

Open your proposal in myGRANT 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.

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ORS Helpline Frequently Asked Questions (continued)

**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*