From the Director’s Office

Aloha Kākou,

The University of Hawai‘i (UH) has recently passed the one year mark since implementation of myGRANT. As we approach Thanksgiving, we are thankful to the UH research community for their support and patience over the past year as they learned the new system, and are also grateful for the ongoing submission of myGRANT feedback that allows for continual improvements to the system, including the user interface, improvements to which are top priority to both UH and the Kuali Foundation.

In the next few weeks, ORS will be moving to its new location at Sinclair Library. Please feel free to stop by and see us after November 29, 2012. More details and information may be found in this month’s newsletter.

The winter 2012 supplemental time off period is fast approaching. ORS will be open with limited staff during this period, and closed on Christmas Eve and New Year’s Eve in observance of Mānoa Green Days. If you plan to submit a proposal or expect an award during this year's supplemental time off period, please provide advance notice to your assigned Grants Specialist and/or Contract and Grants Specialist as soon as possible.

In other research news, in early 2013 the National Science Foundation (NSF) will be transferring all project reporting from Fastlane to Research.gov. More information is included below.

Wishing you all a happy Thanksgiving!

Yaa-Yin Fong
Director
New Location for ORS

The Office of Research Service (ORS) will be relocating to the Sinclair Library Ground Level, Room 1, and will be moving to its new location from November 26-28, 2012. During the move period, ORS will remain open and operational, and the move schedule has been formulated to minimize disruption in service to the University of Hawai‘i research community.

During the move period, should you need assistance in person, please drop by Sakamaki D-200 (2530 Dole Street). For all other issues, please e-mail ORS staff as the telephone connection will be in transition during these three days. We apologize in advance for any inconvenience.

Commencing on November 29, 2012, ORS will be fully functional from Sinclair Library at:

2425 Campus Road, Room 1
Honolulu, HI 96822

Please feel free to drop by and see us after the move!

ORS Hours for Supplemental Time Off Period, Winter 2012

As in previous years, ORS will be open during limited hours and minimal staff during the Winter 2012 supplemental time off period to perform essential functions. The Mānoa Service Center hours while open, will be from 8:00 a.m. – 4:30 p.m., and the Kaka‘ako Satellite Service Center hours while open, will be from 10:00 a.m. – 2:00 p.m. Please note that ORS will be closed for all services on Monday, December 24, 2012, Christmas Eve, and Monday, December 31, 2012, New Years Eve, in observance of Mānoa Green Days, and the following ORS sections will be completely closed during the supplemental time off period: Accounting, Compliance and Cost Studies. Please plan accordingly and thank you in advance for your cooperation.

For ORS Helpline and staff availability, please see the Supplemental Time Off matrix posted on the ORS website at: http://www.ors.hawaii.edu/files/ORS_STO_Matrix_2012.xls.

National Science Foundation (NSF) Transfers All Project Reporting from Fastlane to Research.gov

In early 2013, the National Science Foundation (NSF) will completely transfer all project reporting from Fastlane to Research.gov. This means that principal investigators (PIs) and co-principal investigators (Co-PIs) must use Research.gov to meet all NSF project reporting requirements, including submission of Final, Interim, and Annual Project Reports and the Project Outcomes Report. The new Project Reporting Dashboard will make it easier for PIs, Co-PIs, and ORS staff to see which reports are due or overdue, and will provide access to all reports submitted to NSF. Research.gov provides research-related information and grants management services in one location. Research.gov is the modernization of Fastlane, providing the next generation of grants management capabilities for the research community.

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National Science Foundation (NSF) Transfers All Project Reporting from Fastlane to Research.gov (continued)

The new project reporting service in Research.gov will meet the federal government's requirement that research agencies implement a new reporting format for research and research-related projects called the Research Performance Progress Report (RPPR). The RPPR is the result of a government-wide effort to create greater consistency in the administration of federal research awards by streamlining and standardizing reporting formats. The rollout of the project reporting service is anticipated for early 2013.

The America COMPETES Act of 2007, Section 7010, requires that both research outcomes and citations of published documents resulting from research funded, in whole or in part by NSF be made available to the public in a timely manner and in an electronic format. This requirement will be met by a Project Outcomes Report (PRO), which is written by PIs specifically for the public to provide insight into the outcomes of NSF-funded research. A PRO is required for new awards or existing awards that receive funding amendments on or after January 4, 2010. Once submitted, PROs will be available to the public through Research.gov's Research Spending and Results service.

For additional information on the new project reporting service and PROs submitted through Research.gov, please see Project Reports at http://www.research.gov/ and select Project Reporting Fact Sheet. Additional information on the transition will be provided as it becomes available.

Final Report Filing for December 2012

Fiscal Authorities are asked to provide closeout confirmation, including final cost sharing amounts and any required back up documentation, for all awards that have final reports due during the supplemental time off period (December 17, 2012 through December 31, 2012) and in early January (January 1, 2013 through January 4, 2012) no later than Friday, December 7, 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 by December 14, 2012.

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 KFS as of the date the final report is prepared for filing. Items posted to the account’s continuation account, unposted entries, and encumbrances will not be included in the final report and must be transferred out of the project account.

If you require that an account be established prior to the supplemental time off period or if there are issues that need to be addressed in the closeout of your awards, please contact your ORS Accountant as soon as possible.
Kuali Financial System (KFS) Cost Sharing Now Available

The cost sharing subaccounts have been set up in the Kuali Financial System (KFS) and are now available for input.

Please refer to the ORS website for information and instructions: [http://www.ors.hawaii.edu/index.php/start-up-a-manage/manage-award/cost-sharing-recording](http://www.ors.hawaii.edu/index.php/start-up-a-manage/manage-award/cost-sharing-recording)

If you would like to request training for your unit, please contact Kevin Hanaoka at hanaokak@hawaii.edu or (808) 956-9242 to schedule a training session. You may also contact him if you have general questions about KFS cost sharing.

For assistance regarding cost sharing input to KFS, please contact Aimee Mari at aasamoto@hawaii.edu or (808) 956-9804.

ORS Helpline Frequently Asked Questions

Often a principal investigator (PI) will forward award notices to project staff who are monitoring awards and they do not have access because they are not a Fiscal Authority. Can these project staff access the myGRANT award module?

Project staff can be allowed access to an award by the ORS Helpline. Please have the PI request access for any additional unit administrators through the Helpline Support Portal. This will allow the additional unit administrators to access the requested award only.

If you need additional award viewers for an entire unit, please use the “Request Award Viewer Access” button on the Helpline Support Portal.

I submitted a proposal in myGRANT. How do I check on the progress of the proposal?

If you open the proposal record and navigate to the “Proposal Actions” tab, you can view the status of your proposal in the “Route Log” section. The Route Log is separated into three (3) sections:

**Actions Taken:** This will list all of the users and the action they have taken on the proposal. You will always see the initiator of the proposal listed here, but you might also see the initiator as “Completed” or any subsequent approvals.

**Pending Action Requests:** This section will list the users or groups who currently need to approve the proposal.

**Future Action Requests:** This section will list the users or groups in the order needed to approve the proposal once it moves forward in the workflow. If this section is blank, it has been approved by ORS and the proposal has reached the end of the workflow.