From the Director’s Office

Aloha Kākou,

With the federal government resuming work on October 17, 2013, we have finally moved away from the edge of the cliff. I would like to thank everyone in the research community for their cooperation and patience during the federal shutdown. The federal government still has ninety (90) days left to resolve the federal budget. ORS will continue to monitor and communicate with the research community for any updates in the near future.

Clearly, after the federal shutdown, it will take some time for the federal agencies to get back on track. We have been notified that most of the proposals which were due during the shutdown have now been assigned new due dates, review panels have resumed, and we have seen new awards gradually released. For more information, please see this month's articles on the National Science Foundation's Resumption of Operation and the National Institutes of Health Interim Guidance on Resumption.

ORS has once more successfully completed the Contracts and Grants Certification Program for this fall, with a total of 52 participants. It has been six (6) years since we first offered the program and it is still going strong. Special thanks to all the presenters and the participants for their continued support and commitment to this critical program. In addition, this fall's Rising Star grantwriting workshops have also received very positive feedback. There were 75 participants across four different locations: Kapi‘olani Community College, University of Hawai‘i Maui College, University of Hawai‘i at Hilo and the John A. Burns School of Medicine). ORS will continue to offer these types of workshops to assist the university research community.

I am very pleased to announce the issue of our first Grantseeker's Handbook at ORS. This handbook was developed by ORS staff in collaboration with Miner and Associates. Thanks go out to ORS' Contract & Grant Specialists Liane Akana and Melody Bentz, Associate Director Darcie Yoshinaga, and our Graduate Assistant Eric Lee for their dedication to and enthusiasm in making this

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From the Director’s Office (continued)

handbook possible. I hope you all find the handbook helpful for preparing your proposals. Please see the article below for more information.

May you and your family have a wonderful Thanksgiving holiday!

Yaa-Yin Fong
Director

New Resumption of Operations on National Sciences Foundation (NSF) Webpage

A new page (http://www.nsf.gov/bfa/dias/policy/postshutdown.jsp) has been developed directly off the main National Science Foundation (NSF) website that includes both the Important Notice as well as supplemental guidance that addresses grant and cooperative agreement related policy and systems issues. This page will continue to be updated as new information becomes available.

Policy-related questions regarding the shutdown may be addressed to policy@nsf.gov.

National Institute of Health (NIH): Publication of the Revised NIH Grants Policy Statement

Via Notice Number: NOT-OD-14-001 issued on October 25, 2013, the National Institutes of Health (NIH) announced the publication of the revised NIH Grants Policy Statement (NIHGPS, rev. 10/1/2013). This revision is applicable to all NIH grants and cooperative agreements with budget periods beginning on or after October 1, 2013. This revision supersedes, in its entirety, the NIH Grants Policy Statement (10/2012) as a standard term and condition of award. However, the October 2012 NIHGPS continues to be the standard term and condition for all NIH grants and cooperative agreements with budget periods that began between October 1, 2012 and September 30, 2013.

The NIHGPS provides both up-to-date policy guidance that serves as NIH standard terms and conditions of awards for grants and cooperative agreements, and extensive guidance to those who are interested in pursuing NIH grants.

While this revision does not introduce any new material for the first time, it incorporates new and modified requirements, clarifies certain policies, and implements changes in statutes, regulations, and policies that have been implemented through appropriate legal and/or policy processes since the previous version of the NIHGPS dated October 1, 2012. The document is available in both HTML and PDF formats and may be found at http://grants.nih.gov/grants/policy/nihgps_2013/index.htm. The link to the October 1, 2011 and October 1, 2012 NIHGPS and all previous versions remain the same.

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National Institute of Health (NIH): Publication of the Revised NIH Grants Policy Statement (continued)

NIH will continue to publish interim grants policy changes through the issuance of NIH Guide Notices found at [http://grants.nih.gov/grants/guide/index.html](http://grants.nih.gov/grants/guide/index.html). Each change will be described, including its applicability and effective date; and the necessary language to implement it as a term or condition of award provided.


Please direct all inquiries to:

Division of Grants Policy
Office of Policy for Extramural Research Administration
National Institutes of Health
6705 Rockledge Drive, Suite 350
Bethesda, MD 20892
Email: GrantsPolicy@mail.nih.gov

National Institutes of Health (NIH) Interim Guidance on Resumption of NIH Extramural Activities

In Notice NOT-OD-14-002, following resumption of activities after the federal shutdown, the National Institutes of Health (NIH) announced that it is working to reestablish dates for grant and contract submissions, determine how to handle missed review meetings, and reschedule dates for training and other activities that were scheduled to occur during and immediately following the period of the government shutdown. As of October 17, 2013, the NIH announced that they would reschedule all October grant application submission deadlines to November (specific dates to be announced in a future notice). By delaying due dates that occurred both during the lapse in funding and the following week, applicants will have access to NIH staff and the help desks as they develop their applications.

The eRA Commons should already be available for public access and NIH will continue to provide additional information including a Notice on NIH Operations during a continuing resolution, as soon as it becomes available.

Fiscal Year 2014 State Department of Health Rates

The State Department of Health (HIDOH) has new federally negotiated indirect cost rates for FY 2014. The university uses these rates to claim indirect costs on federal pass-through awards it receives from HIDOH agencies. The base is salaries and wages including all fringe benefits.

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Fiscal Year 2014 State Department of Health Rates (continued)

The following rates should be used in new proposals to HIDOH until amended:

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<thead>
<tr>
<th>Office</th>
<th>Rate</th>
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<tbody>
<tr>
<td>Health Resources Administration</td>
<td>16.6</td>
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<tr>
<td>Environmental Health Administration</td>
<td>11.7</td>
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<tr>
<td>Behavioral Health Administration</td>
<td>13.1</td>
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<tr>
<td>Health Status Monitoring Office</td>
<td>12.1</td>
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<tr>
<td>Planning, Policy &amp; Program Development Office</td>
<td>9.2</td>
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<tr>
<td>State Health Planning</td>
<td>13.0</td>
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<tr>
<td>Disability &amp; Communications Access Board</td>
<td>7.8</td>
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<tr>
<td>Developmental Disabilities Council</td>
<td>11.3</td>
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<tr>
<td>Office of Environmental Quality Control</td>
<td>13.4</td>
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<tr>
<td>Tobacco Settlement Project/Healthy Hawaii Initiative</td>
<td>11.0</td>
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<tr>
<td>Executive Office On Aging</td>
<td>14.8</td>
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</table>

For proposals that have already been submitted using the old rates, HIDOH usually corrects the indirect cost rate during the award stage.

Should you have any questions, contact Kevin Hanaoka, Cost Studies Manager, at hanaokak@hawaii.edu or (808) 956-9242

ORS Grantseeker's Handbook

ORS, in collaboration with renowned grantwriter and proposal development consultant, Dr. Lynn Miner of Miner and Associates, has developed a Grantseeker's Handbook to assist principal investigators (PIs) prepare and develop proposals. The handbook contains valuable tips for pre-proposal strategies and proposal writing, and may be found on the ORS website at:


Personalized assistance may also be sought from the ORS Proposal Development section and your assigned Grant Specialist. Grant Specialist assignments may be found on the ORS website at:

http://www.ors.hawaii.edu/files/ORS_Assignments.pdf

For more information on proposal development or the Grantseeker's Handbook, please contact Liane Akana at lianea@hawaii.edu or (808) 956-9117.

Confirmation for Closeout of Project Accounts

APM A8.952, Extramural Closeout Procedures, describes the responsibilities and procedures for close-out of extramural project accounts. We would like to remind project personnel and fiscal administrators of the timetable described in the APM for certification of final expenditures and confirmation to close project accounts:

(Continued on the next page.)
Confirmation for Closeout of Project Accounts (continued)

- For projects with a standard 90 day deadline, no later than 30 days prior to the due date for the final financial report or invoice
- For projects with a 60 to 89 day deadline, no later than 20 days prior to the due date for the final financial report or invoice
- For projects with less than 60 day deadline, within 15 days prior to the due date for the final financial report or invoice

Fiscal accounting specialists often have multiple final reports due at the same time. In order to meet sponsor filing due dates, the timetable was established to allow ORS fiscal accounting specialists adequate time to perform the necessary reconciliation procedures at closeout to ensure that an accurate and complete financial report is prepared and reviewed prior to submission to the sponsor.

We would like to remind fiscal administrators to perform the necessary closeout procedures with the above timeframe in mind. This includes recording all transactions to the project account, reviewing and reclassifying continuation account entries, as necessary, recording cost sharing amounts to in KFS, ensuring all encumbrances are cleared, and providing any back up documentation as required by the sponsor by the deadlines noted.

If you anticipate any problems in meeting the time frame, please communicate with your assigned fiscal accounting specialist. A detailed chart may be found here: [http://www.ors.hawaii.edu/files/TEAM_ASSIGNMENTS.pdf](http://www.ors.hawaii.edu/files/TEAM_ASSIGNMENTS.pdf)

Your effort to meet the closeout process timeframe is appreciated.

ORS Helpline Frequently Asked Questions

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

Project staff can be granted access to an award by the ORS Helpline. Please have the PI request access for any additional unit administrators through the [Helpline Support Portal](http://www.ors.hawaii.edu/files/TEAM_ASSIGNMENTS.pdf). This will only allow the additional unit administrators to access the requested award.

If you need additional award viewers for an entire unit, please use the “Request Award Viewer Access” button on the [Helpline Support Portal](http://www.ors.hawaii.edu/files/TEAM_ASSIGNMENTS.pdf).

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

If you open the proposal 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:

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

**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 that currently need to approve the proposal.

**Future Action Requests:** This section will list the users or groups in order that will need 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.

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