Message from the Director

Aloha kākou,

We are pleased to announce that myGRANT 6.0 was successfully implemented as scheduled on November 2, 2015. Congratulations to the myGRANT ORS and ITS teams. The community hands-on period in the past month was extremely valuable during the conversion process, and helped to make the transition more seamless. We thank the research community for their valuable feedback and participation during this period, ORS’ faculty advisory council for its guidance, and the ORS staff for their tireless efforts to minimize interruptions during the implementation. The new look and feel in the proposal development module in 6.0 will eventually apply to all modules (e.g., conflict of interest, Institutional Review Board, and Institutional Animal Care & Use Committee) in myGRANT. ORS will continue to work with the research community as we implement these new modules.

Please look for this month’s article on the new keyword field for proposal creation in myGRANT. Adding keywords to the proposal will enable the university to build a knowledgebase for its proposals and awards. This will facilitate searching for expertise in a certain field in the future. We strongly encourage principal investigators to add as many keywords as appropriate to the proposal development records to enhance this search.

In addition, this month’s newsletter includes National Institutes of Health (NIH) updates and important new requirements for human trafficking. We also hope the FAQs on myGRANT 6.0 are helpful to you.

May you and your family have a wonderful Thanksgiving!

Yaa-Yin Fong
Director
In the spring of 2015, the National Institutes of Health (NIH) issued a significant content change to the Biographical Sketches. NIH also updated the requirements for indicating revisions on resubmitted applications. Important details for both updates are below.

**Revised Biographical Sketch**

Highlights of significant NIH biographical sketch format requirements are:

- The “Publications” only section has been replaced by a new section, “Contributions to Science.” This new section requires a space for applicants to describe up to five significant contributions to science and to share the historical background that frames their current research (e.g., describe prior research findings which contributed or led to the currently proposed project, specific roles on team science projects, etc.).

- Each of the five Contributions to Science descriptions can be accompanied by up to four relevant publications or research products (e.g., datasets, patents, audio or video productions, educational tools, etc.). Applicants may also include a link to a full list of their published work as stored in a publicly available digital database such as My Bibliography or SciENcv.

- The new format extends the page limit from four to five pages.

The Agency for Healthcare Research and Quality (AHRQ) will also use this new format. Additional details regarding the changes, including links to template and sample biosketch documents, are available [here](#).

**Change to Resubmission Applications**

NIH has eliminated the requirement to mark substantial changes in the text of resubmission applications. (Resubmission applications are proposals that are revised in response to peer review comments and resubmitted, also known as “A1” applications.) Previously, NIH required applicants to mark changes in the text of these proposals using bracketing, indenting, or change of type face. Making such text changes is no longer necessary.

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Federal regulations have long prohibited human trafficking. As such, certain federal contracts incorporate terms regarding combating trafficking in persons, which include references to Federal Acquisition Regulation (FAR) clause 52.222-50, the Trafficking Victims Protections Act of 2000 (TVPA), as amended (22 USC 7104(g)), or 2 CFR Part 175.

A new version of FAR clause 52.222-50 dated March 2015 has introduced an additional requirement for contractors. Under specific circumstances, the University of Hawaii must write and disseminate a Compliance Plan for Combating Trafficking in Persons (“Compliance Plan”). The Compliance Plan must be maintained for the duration of the performance of the contract, for any portion of the contract that is:

1. For supplies, other than commercially available off-the-shelf items, acquired outside the United States, or services to be performed outside the United States;

2. Has an estimated value that exceeds $500,000.

When FAR 52.222-50 dated March 2015 is included as a contract term, principal investigators (PIs) will receive a memorandum from ORS detailing the FAR’s requirements and must institute a Compliance Plan prior to commencing work. For PIs who are interested, ORS can provide a sample Compliance Plan that satisfies the minimum regulatory requirements.

For more information, contact Dawn Kim, ORS Compliance Manager, at dawnkim@hawaii.edu or (808) 956-0396.
With the upgrade of the myGRANT system comes the new “Keyword” field. This field has been preloaded with over 3,500 keywords from the Community of Science (COS) keyword database that should allow you to adequately describe your project. Keywords collected will help the University of Hawaii research community to search for expertise and facilitate future collaboration across fields of study.

To enter keywords:

The “Keywords” field has a predictive search feature that refines the 3,500 plus keywords based on what you are typing into the field. Once you have found the keyword you are looking for, click it to select it. To add subsequent keywords, clear what you typed in and start entering the next keyword to narrow down the choices and repeat the process for as many keywords as necessary.

To remove selected keywords:

Search for them to locate them in the database. You will see a check mark on the right hand side of the dropdown menu next to each selected keyword. Click on the keyword to uncheck and remove it from your proposal.

For a listing of all COS keywords in their hierarchy please visit:

http://keywords.cos.com/cgi-bin/keyword/browserWindow/all

If you have any questions, please contact ORS Helpline at: helpline@ors.hawaii.edu or (808) 956-5198.
University of Hawaii Administrative Procedure AP 8.947, Accounting for Cost Sharing, defines cost sharing and sets forth administrative procedures and guidelines for recording cost sharing in compliance with federal regulations and award-specific terms and conditions. In addition, AP 8.947 requires ORS to provide guidance on recording cost sharing entries in the university’s financial system, Kuali Financial System (KFS). The purpose of this Quick Reference Guide is to serve as specific guidance on recording current year cost sharing entries in KFS.

Current year cost sharing entries are recorded using KFS through the Distribution of Income and Expense (DI) e-doc. Every effort should be made to record cost sharing entries in a timely manner. Prior year adjustments, if necessary, require the principal investigator’s approval and are not within the scope of this Quick Reference Guide.

**KFS Accounting Codes and Conventions**

1. The KFS accounting codes required for cost sharing entries are as follows:
   - Subaccount code CS001 needs to be entered for each line item.
   - Cost sharing entries should use the following object codes:

<table>
<thead>
<tr>
<th>Description</th>
<th>From Account Number</th>
<th>To Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS Personal Services (i.e. Salaries &amp; Wages)</td>
<td>7820</td>
<td>7810</td>
</tr>
<tr>
<td>CS Fringe Benefits</td>
<td>7821</td>
<td>7811</td>
</tr>
<tr>
<td>CS Direct Costs</td>
<td>7822</td>
<td>7812</td>
</tr>
<tr>
<td>CS Equipment</td>
<td>7823</td>
<td>7813</td>
</tr>
<tr>
<td>CS External Support</td>
<td>7824</td>
<td>7814</td>
</tr>
<tr>
<td>CS Unrecovered F&amp;A (fka Indirect Cost)</td>
<td>7825</td>
<td>7815</td>
</tr>
<tr>
<td>CS Tuition Waiver</td>
<td>7826</td>
<td>7816</td>
</tr>
</tbody>
</table>

2. Each line item should be rounded to the nearest whole dollar.

3. Description field – ORS recommends the following convention: “111-MMM-YYYY c/s” where 111 = the three digit numeric FO code, MMM = the three letter month abbreviation (i.e. JUN), and YYYY = the four digit calendar year. The month and year entered in the description field should reflect the month and year that the e-doc was submitted.

4. Explanation field – Enter additional details such as the cost sharing percentage and the period covered by the entry (i.e., Oct 2015 – Dec 2015).

5. Organization Document Number field – Include the actual source account. A separate e-doc is required for each source account.

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6. Org Ref ID field – Represents the UH employee’s eight-digit UH ID and is required for CS Personal Services and CS Fringe Benefit line items.

7. External support – Please attach third party confirmation of external support provided. This confirmation should be provided by the third party at the end of the project and is not the same as the third party commitment letter provided during the proposal stage.

8. As cost sharing entries often include salaries and wages, preparers and reviewers should be especially vigilant in ensuring that entries and attachments thereto do not include confidential or personal information.

**UH Personal Services and Fringe Benefits**

CS Personal Services includes salaries and wages for regular UH employees, graduate assistants, casual hires, and students. Fringe benefit rates are published on the ORS website at: [http://www.ors.hawaii.edu/index.php/rates/102-quick-links/rates/98-fringe-benefit-rates](http://www.ors.hawaii.edu/index.php/rates/102-quick-links/rates/98-fringe-benefit-rates). Note that the fringe benefit rates for regular employees should be rounded to the nearest whole percentage (42% for fiscal year 2016), while fringe benefit rates for graduate assistants, casual hires, and students should be rounded to the nearest one-tenth of one percentage (i.e., 11.5% for graduate assistants for fiscal year 2016).

**CS Direct Costs**

Salaries and benefits of Research Corporation of the University of Hawaii (RCUH) personnel are included in direct cost as RCUH personnel are not certified by UH’s effort report. For additional information, including sample KFS cost sharing entries, please visit ORS website: [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) or contact Suzanne Efhan, Project Financial Services Manager, at efhans@hawaii.edu or (808) 956-8163.

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**After the myGRANT 6.0 upgrade, some items are missing on my proposal or the page looks broken, what can I do?**

First, make sure you are going to the right URL. If you have bookmarked the page, please update your bookmark to:

[https://mygrant.ors.hawaii.edu](https://mygrant.ors.hawaii.edu)

Second, depending on your browser configuration, some information might be cached from the previous version of myGRANT. To ensure that the current version of myGRANT is working properly, please clear your browser cache.

Instructions for different browsers can be found here:

- Internet Explorer
- Mozilla Firefox
- Google Chrome
- Safari

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I submitted a proposal development record for routing in myGRANT. How do I check on the progress of the routing?

If you open the proposal and navigate to the “Summary/Submit” section, you can view the routing status of your proposal development record using the “Route Log” button at the bottom of the screen. The Route Log is separated into three 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 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.