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From the Director’s Office

Aloha Kākou,

The federal year end rush has always been demanding and challenging for our contracts and grants office, with a high volume of activity. During this year's federal year end, ORS staff were extremely busy but went without missing a deadline. Their dedication is very much appreciated. As a result, ORS has reviewed and fully executed 621 awards, which total to $177 million for the first quarter. Congratulations to all principal investigators who have received awards. We wish you much success with your projects.

In the past three months, ORS’ Contracts and Grants (CG) billing, Letter of Credit (LOC) and project account financial reporting have been impacted by the new Kuali Financial System (KFS) implementation. Our CG accountants have been working tirelessly to ensure all invoicing and LOCs are processed in a timely manner despite the challenges with learning the new system. We want to thank the KFS project team and ITS staff for their efforts on resolving CG account issues promptly and for their continuing support. We anticipate that there will be a learning curve for our CG accountants with the new system in the beginning. However, with time and once the major bugs are fixed, the system will run smoothly and overall it will be a more efficient system for handling ORS CG accounts. Many thanks to the CG accountants for their time and efforts during this trying time.

Many faculty have expressed interest on funding opportunity searches, hence this month we provide more details in the article below. In addition, we also include National Institute of Health updates and information on a new FAR clause for your attention.

Happy Discovery!

Yaa-Yin Fong
Director
National Institutes of Health (NIH) Operates Under a Continuing Resolution

Pursuant to NOT-OD-13-002 released on October 11, 2012, the Department of Health and Human Services (HHS), including the National Institutes of Health (NIH), is operating under a Continuing Resolution (CR) (H. J. Resolution 117) that was signed by President Obama on September 28, 2012. The CR continues government operations through March 27, 2013 at the fiscal year (FY) 2012 level plus 0.6 percent.

Until FY 2013 appropriations are enacted, NIH will issue non-competing research grant awards at a level below that indicated on the most recent Notice of Award (generally up to 90% of the previously committed level). This is consistent with the CRs of FY 2006 - 2012. Upward adjustments to awarded levels will be considered after FY 2013 appropriations are enacted, but NIH expects institutions to monitor their expenditures carefully during this period. All legislative mandates that were in effect in FY 2012 remain in effect under the CR, including the salary limitation set at Executive Level II of the Federal Pay Scale ($179,700), which was effective with grant awards with an initial Issue Date on or after December 23, 2011 (see NOT-OD-12-034 and NOT-OD-12-035).

Questions regarding adjustments applied to individual grant awards may be directed to the Grants Management Specialist identified on the Notice of Award.

Providing Accelerated Payment to Small Business Subcontractors (FAR 52.232-99)

Effective immediately, NASA will begin inserting FAR 52.232-99 in all solicitations and resultant contracts. This clause implements the one-year temporary policy pursuant to OMB Policy Memorandum M-12-16 dated July 11, 2012, entitled "Providing Prompt Payment to Small Business Subcontractors", and includes the following:

(a) Upon receipt of accelerated payments from the Government, the contractor is required to make accelerated payments to small business subcontractors to the maximum extent practicable after receipt of a proper invoice and all proper documentation from the small business subcontractor.

(b) The requirement that the substance of the clause, including this paragraph (b), be included in all subcontracts with small business concerns.

(c) The acceleration of payments under the clause does not provide any new rights under the Prompt Payment Act.

In accordance with this policy, NASA has taken steps to make payments under its contracts as soon as practicable, with the goal of paying the prime contractor within fifteen (15) days. In turn, NASA encourages the prime contractor to accelerate payments to small business subcontractors under existing contracts to the maximum extent practicable.

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Providing Accelerated Payment to Small Business Subcontractors  
(FAR 52.232-99) (continued)

If your contract is subject to this clause, please ensure that it is included in all subcontracts with small business concerns and all payments to small business subcontractors are accelerated and processed as soon as practicable after receipt of a proper invoice and proper documentation from the small business subcontractor.

The full text of this clause may be found at: http://www.acq.osd.mil/dpap/policy/policyvault/USA004783-12-DPAP.pdf.

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

University of Hawai`i Indirect Cost Rate

The University of Hawai`i (UH) submitted its cost proposal to the federal government in April 2012, and is still waiting for the review to be completed. In the meantime, the fiscal year (FY) 2012 rates remain in effect as FY 2013 provisional rates from July 1, 2012 until amended, so the FY 2013 provisional rates should be used in proposals and awards until a new rate agreement is issued. Please see the link to ORS indirect cost rates website at http://www.ors.hawaii.edu/index.php/rates/102-quick-links/rates/97-indirect-cost-rates.

Furthermore, on October 4, 2012, the UH Manoa Interim Vice Chancellor for Research and Graduate Education issued a memorandum endorsing the use of a ten percent (10%) of modified total direct costs rate for projects funded with State of Hawai`i or City & County (e.g., City & County of Honolulu) funds starting October 4, 2012. This memorandum applies only to UH Manoa and will need to be reassessed at the end of September 30, 2013.

This rate and other sponsor specific rates are listed on the ORS website at http://www.ors.hawaii.edu/index.php/rates/83-quick-links/100-sponsor-specific-rates.

These sponsor-specific rates should only be applied to the specified agencies. Therefore, unless the agencies are listed in ORS' sponsor-specific rates website, principal investigators (PIs) and administrative officers (AOs) should use the UH federally negotiated F&A rates for their proposals and awards, or seek a waiver from their respective chancellor or chancellor’s designee.

Any prior Administrative Procedures that have been superseded and memoranda over twenty (20) years old are invalid and will need to be renegotiated with UH if the agency desires to do so.

Should you have any questions, please contact Kevin Hanaoka, Cost Studies Manager, at hanaokak@hawaii.edu or (808) 956-9242.
ORS offers a variety of resources through the ORS search page to assist researchers during the research process. Of particular interest is the SPIN funding database, which is a particularly useful resource when researchers are searching for funding opportunities.

Funding Searches

SPIN allows researchers to conduct full-text searches when looking for funding opportunities. A basic text search can be done by typing in the words or text you want to find. Researchers may search for any component of an opportunity (e.g., opportunity title, sponsor name, funding opportunity number, field/subject matter, or eligible applicant types).

Refining Your Search

SPIN provides ways to refine basic searches by adding filters. Categorical Filters are located at the top of the SPIN page and are used to define both you as a researcher, and the institution where the research is being conducted. The following are the five categories provided: applicant location, applicant type, project type, project location, and citizenship. Utilizing the filters makes searching for opportunities more efficient by reducing the number of returned results.

SPIN also provides additional search preferences through its Search Options. Search Options may be found under the Options heading. Search Options allow researchers to further tailor their searches by including or excluding such things as federal opportunities, limited submission opportunities, and suspended opportunities.

How to Access InfoEd’s SPIN Funding Database

Researchers can access the SPIN funding database by either visiting the ORS Search page (http://www.ors.hawaii.edu/index.php/funding-announcements) or through the UH Library system (http://grants.nih.gov/grants/guide/pa-files/PAR-12-218.html). To access the SPIN funding database on the above websites, you must be connected to the UH Network.

Access Through the ORS Search Page


2) Go to the "InfoEd’s SPIN" link located on the right side of the Search Page under "Find Opportunities by Search Engines".

Find Opportunities by Search Engines

- ARRA/Recovery Act Opportunities
- Grants.gov
- Community of Science (COS)
- The Foundation Center
- infoEd’s SPIN
- National Institutes of Health (NIH)
- National Science Foundation (NSF)

(Continued on the next page.)
Searching for Funding Opportunities (continued)

3) Click on the link "InfoEd’s SPIN".

4) Once you are at the SPIN search page, you may begin your search by entering the relevant keywords into the text box.

Accessing SPIN Via the UH Library System

1) Click on the following link: http://micro189.lib3.hawaii.edu/ezproxy/details.php?dbId=57546.

2) Click on the "SPIN: the World’s Largest Database of Funding Opportunities"

3) Click on the "Login through the UH Web Login Service".

4) Enter your UH Username and UH Password. This will take you to the SPIN funding search page where you may conduct your funding searches by entering the relevant keywords into the text box.

For more information, please contact Daniel Shelverton, Contracts & Grants Specialist, at dshelver@hawaii.edu or (808) 956-9117.

Cost Sharing Transition Process Extension

We are still in the process of establishing the cost sharing subaccounts in the Kuali Financial System (KFS). As a result, the interim process is being extended to cover the transition period. The transition period runs from July to until we rollout KFS cost sharing. Fiscal authorities may continue to annotate

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Cost Sharing Transition Process Extension (continued)

the June 30th report and submit it to ORS Accounting as the final cost sharing report for terminating awards or as the interim report in the case of continuing awards that require monthly reporting. Reports do not need to be certified, however, the annotated form must be submitted to the ORS Accounting Section prior to the due date of any final financial reporting due to the sponsor.

When cost sharing accounts are established, cost shared salaries and related fringe benefits incurred during fiscal year (FY) 2013 for projects that terminated prior to the KFS cost sharing rollout are required to be entered into the KFS cost sharing account. This is because the cost shared effort will be included and certified as part of the KFS effort report for FY 2013.

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

ORS Helpline Frequently Asked Questions

I need help with filling out a grants.gov SF424 R&R form.

Please see the quick reference guide for filling out the SF424 R&R form: http://www.ors.hawaii.edu/files/SF424_Instructions.pdf

How do I transmit the SF424 application package to ORS for approval and submission?

Please attach the SF424 application package to your myGRANT proposal in the "Abstracts and Attachments" tab. Use the attachment type “Grants.gov Application Package (Non S2S)” and make sure to fill out a short description of the attachment.

Do you have a quick reference proposal guide for first time myGRANT users?

We recently published a myGRANT checklist on our website: http://www.ors.hawaii.edu/files/ORS_myGRANT_Checklist.pdf

There is also an online UHARI collaborative cheat sheet that was created and edited by University of Hawai‘i researchers. It may be found here: http://www.ors.hawaii.edu/files/UHARI%20checklist-2012-10.pdf

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