From the Director’s Office

Aloha Kākou,

At the writing of this newsletter, the federal government shutdown remains unresolved. During the shutdown, all project activities performed under currently active awards may continue in accordance with their terms to the extent that doing so will not require federal staff intervention or access to federal facilities, and provided that funds are available. University of Hawai‘i research conducted in federal facilities may be impacted if the facility is closed and no alternate facility is available.

In addition, federal agency personnel will not be available for approvals, and other administrative functions. Consequently, no new awards will be issued, nor post award administration conducted, and most likely, new grant applications will not be accepted. Principal investigators are advised to consider financial repercussions and seek bridge funding if it appears that their federal funds will lapse before the shutdown is resolved.

The federal government shutdown will impact the ability of agencies to reimburse the university for expenses incurred. In general, invoices billed to the federal agencies will not be paid until the shutdown ends. Furthermore the National Science Foundation's Letter of Credit Draw (LOC) system is down, although fortunately most of the LOC draw systems are still up and running. Depending on the length of the shutdown, the outstanding amounts will increase over time due to continued unreimbursed expenditures. The university expects to be able to internally manage this shortfall by using other non-general funds for at least a month, or likely somewhat longer if absolutely necessary.

Agencies are required by OMB to implement agency plans for operation during a shutdown. Please see more details on the shutdown in the articles below.

Mahalo!

Yaa-Yin Fong
Director
The “Agency Contingency Plans” posted on the OMB website (http://www.whitehouse.gov/omb/contingency-plans), while helpful, does not anticipate every challenge or issue.

The analysis below is a resource to help navigate research administration and compliance activities during the shutdown – but again, as the shutdown continues, unanticipated challenges will develop. The principal federal agencies supporting research have issued notices outlining policy and system issues during the federal government shutdown.


As you know the National Science Foundation’s (NSF) website is not available, but NSF’s guidance to grantees appears at: www.nsf.gov.

Applications: As soon as government operations resume, both agencies (NIH and NSF) will announce new deadline or target dates for programs with deadlines that expired during the shutdown period. Grants.gov is still available during the shutdown so proposals can still be submitted. However, the checks for compliance or confirmation of receipt will not occur and the potential backlog could create its own set of problems once federal government operations resume.

Reviews: Panels and study sections have been canceled and will be rescheduled as the agencies reopen for business.

Awards: All new awards or new increments have been halted. NIH notes that any awards which have an issue date during the funding lapse, the awards will not be sent to the grantee on the issue date. Once operations resume, all pending NoAs [Notice of Awards] will be sent. This will not affect the start date nor the issue date of these awards; it just affects the date the award document is actually sent to the grantee and available for access in the eRA Commons. In the absence of actually receiving the NoA, institutions may use pre-award cost authority at their own risk.

Performance: If an institution has a current award, all work and activities performed under currently active awards can continue to the extent that funds are available (e.g., within the currently approved budget).

Reporting: Because the electronic systems used for reporting (eRA Commons and Fastlane) are not available, various reports – progress, project, etc. – cannot be submitted. Requests will not be acknowledged or responded to, e.g., no-cost extension, close-outs, etc.

Regulatory Compliance: In general, the institution’s responsibilities for meeting its compliance obligations – protection of human subjects, care and use of animals, review and determination of

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Council On Governmental Relations (COGR) - Research Administration and Compliance Under Federal Government Shutdown (continued)

financial conflicts of interest, inquiries and investigations of research misconduct, training in the responsible conduct of research, etc., – remain the same. Compliance and oversight staff will not be available for consultation and the systems used for reporting are not available. Emergencies related to human subjects protections under NIH awards should be reported to NIH Deputy Director Sally Rockey (see NIH notice for contact information).

COGR will continue to monitor the debate and discussions concerning the federal budget and any changes in program activity at the agencies.

ORS Procedures During the Federal Government Shutdown

During the federal government shutdown, many federal grant systems and websites are not available (FastLane, eRA Commons, Research.gov, etc.).

However, myGRANT and Grants.gov are still available for proposal submissions. During the shutdown, you may continue to build your proposal record in myGRANT for routing review and approval to ORS, so we can submit it through Grants.gov before it is due, or as soon as other federal systems become available after the shutdown. Otherwise, please submit any other post-award administrative actions to ORS as usual (no-cost extension request, PI change request, etc.). We will submit them through the appropriate systems and/or to the appropriate personnel as soon as they become available.

Information on the current status of various federal submission sites:

Receipt of pre-applications to eReceipt and full applications to Grants.gov is expected to continue during the government shutdown.

**HRSA:** [http://www.hrsa.gov/index.html](http://www.hrsa.gov/index.html)
Due to the lapse in government funding, this website will not be updated. As a result, the information on this website may not be up to date, transactions submitted via the website may not be processed and HRSA may not be able to respond to inquiries until appropriations are enacted. The HRSA Electronic Handbooks system is operational and the call center is taking calls.

**NASA NSPIRES:** [https://nspires.nasaprs.com/external/](https://nspires.nasaprs.com/external/)
At this time the NSPIRES system is available and the Help Desk is taking calls and emails. Check back here periodically for information about the government shutdown impact, if any, on NSPIRES availability, Help Desk operations, and proposal submission deadlines.

**NIH eRA Commons:** [http://commons.era.nih.gov](http://commons.era.nih.gov)
Due to the lapse in government funding, the system on this website may not be up to date, transactions (Continued on the next page.)
ORS Procedures During the Federal Government Shutdown (continued)

submitted via the website may not be processed, and the agency may not be able to respond to inquiries until appropriations are enacted. If you are a grantee or grant applicant looking for guidance, see NOT-OD-13-126.

NOAA: www.noaa.gov
Due to the Federal government shutdown, NOAA.gov and most associated websites are unavailable. Only websites necessary to protect lives and property will be maintained.

Due to the lapse in government funding, National Science Foundation websites and business applications, including NSF.gov, FastLane, and Research.gov will be unavailable until further notice.

Please make sure to have your progress reports ready for submission once the federal government resumes operations. Also continue to monitor sponsor websites for any changes/updates to your funding opportunity(ies). Stay tuned to ORS Announcements for updates with the latest agency information as they become available. We will continue to broadcast announcements related to this event as we receive them.

Outstanding Kuali Financial System (KFS) Effort Reports

In our August newsletter, ORS announced the availability of the annual Effort Reports in the Kuali Financial System (KFS). While the initial due date was September 30, 2013, an extension was granted to October 7, 2013. Since this is the first year for certifying effort through KFS, our auditors are closely monitoring the timely completion of the required certifications and have recommended that outstanding Effort Reports be escalated to the Vice President for Research and Innovation. We will be contacting the outstanding approvers in the next several days and will escalate Effort Reports that are not fully approved by Tuesday, October 15, 2013.

ORS would like to thank each of you who have helped with the review and approval of the Effort Reports and enabled us to comply with the U.S. Office of Management & Budget’s (OMB) Circular A-21. We appreciate your patience and understanding during this transition and will continue to work on improving and enhancing the process.

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

Pivot – Navigating the Funding Resource Workshops

The Office of Research Services (ORS) is pleased to announce that Jason High, a representative from Pivot, will be visiting several University of Hawai‘i campuses to demonstrate Pivot's funding opportunities database.

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Pivot – Navigating the Funding Resource Workshops (continued)

The workshop description is as follows:

Learn how to navigate and reap the benefits of this funding opportunity database. Pivot gives Research Administrators, Research Development Professionals, and their institutions the edge to bring together the right research opportunities, funding, and people quickly and easily. It provides global and local connections that strengthen research by exploring new avenues for funding and collaboration for faculty, staff researchers, and graduate students.

Training for use of Pivot as a researcher will cover how to:
- Access Pivot from any internet-connected computer using your own account
- Find timely and relevant funding opportunities
- Find scholars and experts in a variety of disciplines within your institution or worldwide
- Update information in your own scholar profile
- Use the Pivot Advisor to identify funding opportunities that may be of interest to you based on the information in your scholar profile or to find potential collaborators for specific funding opportunities
- Track funding opportunities, save searches, and set up email alerts
- Share searches and funding opportunities with others and see opportunities and searches others have shared with you
- See what action others have taken on funding opportunities you have shared with them
- Create and manage groups of people – both within your organization and worldwide – for sharing funding opportunities and searches

Please click this link to register: https://docs.google.com/a/hawaii.edu/forms/d/10Ja0ZwYAkb-zE_zW0Q7HQqpUtb1DJAjeE2udMO7_KPI/viewform

UH Manoa – ORS Honu Conference Room, Sinclair Library Basement, Room 1
Tuesday, October 15, 2013
Session 1: 8:30-10:00 a.m.
Session 2: 10:30-12 noon
Session 3: 1:00-2:30 p.m.
Session 4: 3:00-4:30 p.m.

Kaka’ako – University of Hawaii Cancer Center, Conference Room 601
Wednesday, October 16, 2013
Session 1: 10:00-11:30 a.m.

UH Hilo – HCB 122
Thursday, October 17, 2013
Session 1: 12:30-2:00 p.m.

Rising Stars in Academia Grantseeking Workshop

Back by popular demand, the Office of Research Services (ORS) is hosting a day-long "Rising Stars in Academia" workshop presented by Lynn Miner, Ph.D. renowned Grantwriter and Proposal Development Consultant, and his consultant, Jeremy Miner. The “Rising Stars in Academia” workshop is an intensive,

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Rising Stars in Academia Grantseeking Workshop (continued)

hands-on grant writing experience that requires active involvement between the consultant and participants before, during and after the training. Participants will receive expert coaching and will leave the session with the knowledge, skills and confidence to embark on a successful grantseeking journey. Participants are invited to bring their proposal ideas and partial drafts for discussion at the workshop.

ORS will seek the assistance of chancellors, deans and directors to recommend faculty for this specialized session. If you have any questions, feel free to contact Liane by email at lianea@hawaii.edu, or call her at (808) 956-9117.

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

You may also contact the ORS Helpline for additional assistance at helpline@ors.hawaii.edu or (808) 956-5198.

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 section. 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 guide for submitting Grants.gov or other proposals in myGRANT?

You can find several guides on the myGRANT Help tab: https://mygrant.ors.hawaii.edu/mygrant/portal.do?selectedTab=portalHelpBody

If you are submitting a proposal via a Grants.gov application package (PDF), the “General Guide” will help you step by step through the entire myGRANT process.

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