From the Director’s Office

Aloha Kākou,

ORS has developed the University of Hawai‘i Financial Conflict of Interest (FCOI) training as required by the United States Public Health Service (PHS). The training is available online 24/7. If you anticipate receiving an award from PHS, please remember to take the training and complete the assessments ahead of time to ensure that your project can start without delay. Please see the article below for specific information.

To assist the research community in searching for funding opportunities, ORS has developed a funding opportunity search on our website. We encourage faculty and staff to check it out and submit feedback. More details on how to subscribe to the database may be found in this month's article on searching for funding opportunities.

The one DUNS number per campus has been implemented effective September 1, 2012. Special thanks to the principal investigators that were impacted by this change and the ORS Helpline staff for their continued assistance during the transition.

Mr. Kyle Koza has joined ORS in the role of Contracts & Grants Specialist at the Mānoa Service Center. Kyle has over ten years of experience as an Administrative Program Associate for the Pacific Cooperative Studies Unit (PCSU) in the Department of Botany at the University of Hawai‘i at Mānoa. Please join us in welcoming Kyle Koza to ORS. Please see the article below for updated school assignments for ORS contracts and grants specialists.

In the last few months, ORS has implemented several fixes and enhancements (for example, the award notification e-mail) for the myGRANT system through Kuali-Coeus new release and bugs fixes. Change information is incorporated into the myGRANT FAQ which may be found on the ORS website at http://www.ors.hawaii.edu/index.php/mygrant-faq. Thank you for your patience as we continue to improve the system.

Mahalo!

Yaa-Yin Fong
Director
Implementation of United States Public Health Service (PHS) Financial Conflict of Interest (FCOI) Regulations

On August 24, 2012, the university implemented the United States Public Health Service (PHS) Financial Conflict of Interest (FCOI) regulations in accordance with the United States Department of Health and Human Services Final Rule on "Responsibility of Applicants for Promoting Objectivity in Research for which Public Health Service Funding is Sought and Responsible Prospective Contractors". Revisions to the proposal submission process have been made in myGRANT. The revised policy E5.514 and new procedures APMs A5.504 and A8.956 have been posted, and the mandatory ORS FCOI Training for PHS-funded Investigators is now available on Laulima. Access to these items and related resources are available on the ORS website at http://www.ors.hawaii.edu/index.php/fcoi.

For questions regarding the new FCOI requirements and procedures, please contact Dawn Kim, Compliance Manager, at dawnkim@hawaii.edu or (808) 956-0396.

Searching for Funding Opportunities

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.

Accessing the SPIN Funding Database

Researchers can gain access to the SPIN database via the ORS search page (http://www.ors.hawaii.edu/index.php/funding-announcements) or through the UH Library system (http://micro189.lib3.hawaii.edu/ezproxy/details.php?dbId=57546). To access the SPIN funding database on the above websites, you must be connected to the UH Network.

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 or 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,

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

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.

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

Annual Cost Sharing Certification Deadline

ORS would like to remind fiscal authorities that the deadline for submission of the certified June 30, 2012 cost sharing reports to ORS is Monday, September 17, 2012. The old process still applies to the fiscal year ending June 30, 2012. Thus, the submission of certified reports is required as in prior years.

The cost sharing APM is being revised for KFS and will reflect the process for FY 2013 and future years.

Campus-Specific DUNS Numbers

Effective September 1, 2012, the University of Hawai‘i (UH) system has moved to campus-specific DUNS numbers. Each of the ten campuses has been provided with their own DUNS number for use in proposal submission (including proposals being submitted to the Department of Education). This upcoming change will allow each of the campuses to be recognized for the level of extramural funding they bring in.

See the link to ORS web site http://www.ors.hawaii.edu/index.php/institutional-profile for the DUNS numbers assigned to each campus.

If you have been notified by ORS about this change, please contact the ORS Helpline as soon as possible to ensure that individual accounts are set up to reflect the correct DUNS number in the online sponsor systems and avoid last minute rushes for proposal submission. The ORS Helpline may be contacted at helpline@ors.hawaii.edu.

Pre-Award and Contract Specialist School Assignments

With the recent personnel changes, ORS has updated the pre-award and contracts specialist school assignments. You can check the specialist assigned to your unit on the ORS website at http://www.ors.hawaii.edu/files/PreawardandContractReviewSchoolAssignments.pdf.
Helpline Support and myGRANT Training

If needed, ORS staff can come to an individual faculty member's office to help them navigate thru the myGRANT process and develop proposals in the myGRANT system. In addition, ORS Helpline has acquired a remote desktop support system which will enable Helpline staff to walk you through the myGRANT process by looking at your screen. With the remote desktop support tool ORS Helpline will be able to help myGRANT users more efficiently and effectively without physical boundaries. Please contact the ORS Helpline at helpline@ors.hawaii.edu or (808) 956-5198 for details if you are interested.

Don't forget that online training modules are always available 24/7 on our website. The structure of the online training tailors the information to different types of proposal submissions. All you need to do is follow this link: https://laulima.hawaii.edu/autoenroll/?mygrant.

If you are currently logged into Laulima you will be automatically added to the course. If you are not logged in, you will be prompted for your Laulima username/password (UH username/password) and once you successfully log in, you will be added to the course. From that point on, "myGRANT" will be available as one of your course tabs after logging into Laulima at http://laulima.hawaii.edu.

ORS has been working with the Kuali Foundation and its partner schools to continually enhance the myGRANT system. Many fixes and system-to-system enhancements were implemented when the system was upgraded to version 3.1.1 this past April. ORS and the Kuali Foundation are aware of the issues with the User Interface (UI). Improving the UI on myGRANT is already on the KC enhancement list and is our highest priority. ORS will continue to work with you all to improve the system.

ORS Fall 2012 Grants and Contracts Certification Program - Open for Enrollment

ORS is proud to provide continuing education programs to assist administrative officers, fiscal officers and research administrative staff to better understand the contracts and grants process.

Topics for this certification program include:

- Research Administration, Proposal Development, Export Controls & Technology Transfers
- Financial Compliance Issues and Subrecipient Monitoring
- Facility and Administrative Costs (Indirect Costs), Cost Sharing and Program Income
- Proposal Preparation and Processing, Proposal Budget Preparation and Review and Approval of Contracts and Other Award Documents
- Receiving and Administering an Award, Project Closeout and Compliance Revisited
- Research Compliance

The program for this spring will include three class sessions on Tuesdays, September 18, September 25 and October 23, 2012 from 10:30 am – 1:30 pm at the University of Hawai‘i at Mānoa in Kuykendall 201. There are also three online modules that may be taken from your work or personal computer at any time.

Live broadcasts of the Kuykendall sessions will be made available to Leeward Community College, UH Maui College (UHMC), UHMC Molokai Education Center, UHMC Hana Educational Center, and University of Hawai‘i at Hilo.

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ORS Fall 2012 Grants and Contracts Certification Program - Open for Enrollment (continued)

There will be no live broadcast available for Honolulu Community College, Kapiolani Community College, Lanai Education, Windward Community College, Leeward Community College, Waianae/Nanakuli Education Center, UHMC Lanai Educational Center, Maui Research and Technology Center (MRTC) and UH Center at West Hawai`i. Please feel free to sign up for an alternate site if you are interested in attending.


For more information on this fall’s certification program, visit us at: http://www.ors.hawaii.edu/.

ORS Helpline New Operational Hours

The University of Hawai`i myGRANT system has been live for nearly a year now. During this period, almost 1,000 investigators have used the myGRANT system and successfully submitted over 1,200 proposals. The ORS Helpline has also been there for myGRANT users every step of the way, sharing their enthusiasm and experiences while learning and adapting to the new system.

To better provide services to the research community, the ORS Helpline is planning to adjust its operating hours to allow for more staff coverage during the busiest parts of the day. Starting October 1, 2012, the ORS Helpline's operational hours will be Monday to Friday from 7:00 a.m. to 5:00 p.m. Based on volume statistics, this change should be beneficial to users. If you have questions outside of business hours, users are always welcomed to e-mail, submit a ticket or leave a voice message and we will respond on the next business day. Most of the time, you will see an answer waiting for you the next morning.

ORS is always looking at ways to enhance its support services and will continue to assess user needs to make the experience as best as possible as we move forward into the next year.

Kuali Financial System (KFS) Contract and Grant (CG) Account Updates

Since the university’s implementation of the Kuali Financial System (KFS) in July 2012, there have been some updates and fixes to KFS for Contract and Grant (CG) accounts.

- **Indirect Cost Calculations.** The indirect cost is being incorrectly calculated on some accounts because there are object codes that are incorrectly being assessed the indirect cost. ORS has submitted a request to fix the problem. A fix to KFS is currently being worked on to update the tables used to calculate the indirect cost for each account. This fix should be in KFS by mid-September 2012. Please note that manual adjustments need to be made for accounts that have incorrect calculations of indirect costs that were booked prior to the fix in KFS. Unfortunately, KFS will not automatically update previous indirect cost calculations.

(Continued on the next page.)
Kuali Financial System (KFS) Contract and Grant (CG) Account Updates (continued)

- **Workflow Routing.** KFS baseline requires that all eDocs with CG accounts be routed to ORS for review and approval. We have submitted a request to remove ORS from the routing process for these eDocs. Since the fix can only route all eDocs or none, ORS will require that all CG account eDocs that are using the account override function be ad hoc-routed to ORS for review and approval. This is to ensure that no charges are being booked to accounts that have already been closed (i.e., final financial report has been submitted to sponsor). Thank you in advance for your understanding.

- **Budget Pool Rollup.** Expenditures are not being consolidated properly into the CG budget pools and are being reflected incorrectly on the reports in the Balances by Consolidation report in KFS. This fix is currently being worked on. In the interim, please use the eThority reports to obtain the correct expenditure information by budget pool.

- **eDocs Posting Back to Continuation Accounts.** Corrections are being made to transfer expenditures from the continuation account back to the CG accounts where the expenditures should have initially been posted. This bug in KFS has been fixed, so if you need to make any transfers of expenditures from continuation accounts to a CG account, you can now process these eDocs.

- **Account Code Establishment.** As mentioned in our previous ORS Newsletter, the initial account establishment for a new award will be initiated by the ORS Projects Fiscal Accounting section (ORS-PFA). If you require additional accounts to be established for an award, please submit an eDoc to establish the additional accounts and use the standard numbering convention for the pseudo account (Fund Type Alpha – 3 digit FA code – 3 digit sequence number) that was specified in the interim procedures for account establishment for non-CG accounts developed by GALC.

- **Budget Input for Accounts Initiated by ORS-PFA.** ORS-PFA will initiate the Single Sided Budget eDoc (SSBA) for all accounts established by ORS-PFA. The SSBA eDoc will route to the FA for review and approval. When you receive the eDoc, please review and approve the eDoc. Once approved by the FA, the budget will then be inputted into the KFS system. For any changes to the budget for an account, the FA can initiate the SSBA eDoc, provided that the adjustments made meet the sponsors’ terms and conditions.

If you have any questions regarding the updates or fixes to KFS, please contact Janis Morita at morita@hawaii.edu or (808) 956-6959.

**Vacation Reserve and Cost Share Process Updates**

Announcements regarding pre-July 5, 2012 payroll salary transfers and the Kuali Financial System (KFS) cost sharing process preview were made via the UHFO listserv. The information can be found on our web pages, which are shared below.

(Continued on the next page.)
Vacation Reserve and Cost Share Process Updates (continued)

Vacation Reserve

The procedure regarding pre-July 5, 2012 payroll salary transfers can be found at: http://www.ors.hawaii.edu/index.php/start-up-a-manage/81-start-up-a-manage/157-vacation-journal-vouchers.

For vacation payout transfers, ORS requests that the initiator or fiscal authority ad hoc route eDocs to the ORS Cost Studies group (group ID: 20021) for review and approval. Also, to ensure that documents that may contain Personally Identifiable Information are NOT attached to the Distribution of Income & Expense document, fiscal authorities are asked to wait until an ORS Cost Studies staff member asks for backup documentation via UH File Drop.

Future updates to the web page will include supplemental information on how to process vacation payout transfers via the Salary Transfer eDoc as well as revised information on vacation credit transfers in KFS.

Cost Sharing Recording

Information on the KFS cost sharing workaround can be found at: http://www.ors.hawaii.edu/index.php/start-up-a-manage/81-start-up-a-manage/155-cost-sharing-recording.

Like vacation payout transfers, ORS requests that the initiator or fiscal authority ad hoc route the eDoc to the ORS Cost Studies group (group ID: 20021) for review and approval. ORS is planning to roll out KFS cost sharing in September and will contact fiscal authorities when they can begin entering cost sharing data.

The instructions should be relatively straightforward. However, if fiscal authorities want to schedule training on these issues, please contact Kevin Hanaoka at hanaokak@hawaii.edu.

ORS Helpline Frequently Asked Questions

How will the change to new DUNS numbers affect me?

If you have an existing grant or contract, the change to new DUNS numbers should not affect you. However, if you are submitting a new proposal, you will need to use the appropriate DUNS number for your campus. For electronic sponsor systems such as National Science Foundation (NSF) Fastlane, National Institutes of Health (NIH) eRA Commons and National Oceanic and Atmospheric Administration (NOAA) Grants Online, you will need to contact the ORS Helpline in order to have your account moved or created under the correct DUNS number. For Grants.gov or for non-electronic submissions, you will need to note the correct DUNS number on the sponsor application forms. If you have any questions, please contact the ORS Helpline at helpline@ors.hawaii.edu or (808) 956-5198.

What is my DUNS number?

Your DUNS number is tied to your affiliated campus. Please see the table below, which is also available on the ORS website.

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ORS Helpline Frequently Asked Questions (continued)

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What DUNS number should I use for federal Department of Education proposals?

There is no longer a separate DUNS number for the federal Department of Education. Please use the appropriate DUNS number for your campus for all proposals.

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