From the Director's Office

Aloha Kākou,

Once more ORS is offering the Grants & Contracts Certification Program for Fall 2013. Registration filled up quickly after the announcement was made but there are still spots available. As we continue to improve the modules with current updates, we want to thank you for your support of the program in the past years. Your continued feedback is important for us, as it helps make the program stronger.

Besides the Grants & Contracts Certification Program, this fall, there will be several workshops to assist principal investigators (PIs) and research staff in searching for funding opportunities, developing proposals and budgets, writing grants, and creating myGRANT proposal development records and templates. The ORS PI workshop in August received an overwhelming response and positive feedback so will be re-offered throughout the fall semester. Furthermore, a representative from PIVOT (funding opportunity database) will be coming to the university in October to provide instruction to PIs. Finally, the Rising Star Workshops held last year will be offered again this year in October. Please see the article below for more details, and be on the lookout for future announcements for specific dates and registration information. I hope you will find these sessions useful in facilitating funding for your proposals. If there are other workshop topics you would like to see offered, please let us know.

Finally, in this month's newsletter, we are very excited to introduce two new managers who have joined ORS this month. Please stop by ORS to meet and welcome them.

Mahalo!

Yaa-Yin Fong
Director
Fiscal Year (FY) 2012-2013 Annual Award Report

The Annual Executive Managerial Report for FY 2013 is ready at ORS website. See the link at: http://www.ors.hawaii.edu/index.php/reports?catid=106&id=286

ORS Grants and Contracts Certification Program Fall 2013 - 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, and Technology Transfers
- Facility and Administrative Costs (Indirect Costs), Cost Sharing and Program Income
- Financial Compliance Issues and Subrecipient Monitoring
- 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 and Export Controls

The program for this fall will include three class sessions on Fridays, September 27, October 4, and October 18, 2013 from 12:30 – 3:30 pm at the University of Hawai’i at Mānoa in Kuykendall 201. There are also three on-line 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 Honolulu Community College (not available October 18, 2013), Leeward Community College, UH West Oahu, Kaua’i Community College, UH Maui College (UHMC), University of Hawai‘i at Hilo, and UH Center at West Hawaii.

There will be no live broadcast available for Honolulu CC (on October 18, 2013), Kapiolani CC, Waianae/Nanakuli Education Center, UHMC Lanai Educational Center, UHMC Hana Educational Center, UHMC Lahina, UHMC Molokai Educational Center, Windward Community College. Please feel free to sign up for an alternate site if you are interested in attending.

The registration deadline for the fall session is Wednesday, September 25, 2013. Please register online at:

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

Contracts and Grants Account Process and Base Budgets

The ORS website has been updated to include information on the establishment and maintenance of Contract and Grant (CG) accounts, including budget input and maintenance. This information is included under the Start-up & Manage\Awards Account Set-up\Account Establishment and Updates section.

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Contracts and Grants Account Process and Base Budgets (continued)

See the link at: http://www.ors.hawaii.edu/index.php/start-up-a-manage/project-account-set-up/awards-account-set-up.

Please note that under baseline Kuali Financial System (KFS), the base budget does not carry forward to the next fiscal year. This issue was discussed at the August 2013 Research Administrator’s meeting. As ORS has not received any request to modify baseline KFS to include maintaining the base budget information for CG accounts in KFS, only the current budget information will be maintained in KFS. Therefore, do not submit base budget information when submitting either the Budget Adjustment or Single Sided Budget Adjustment eDocs on CG accounts.

Upcoming ORS Principal Investigator Workshops

In Fall of 2013, ORS has planned several principal investigator (PI) workshops to assist PIs with grant development, finding funding opportunities, and grant writing. Based on the inquiries and feedback we have received from the research community, the following are the workshops tentatively scheduled. Please mark these on your calendar and watch for upcoming ORS announcement for more details.

ORS PI Workshops:

- September 20, 2013 – UHM, Kuykendall 201, 1:00-3:30 p.m.
- September 26, 2013 – Kapiolani Community College, Naio 203, 12:30-3:30 p.m.
- October 11, 2013 – UHM, Kuykendall 201, 1:00-3:30 p.m.

Census Data for Grant Writers:

- September 23, 2013 – UHM, Hamilton Library, Room 113, 9:00 a.m. – 12:00 p.m.
- September 27, 2013 – UH Maui College, Ka’a’ike 291, 9:00 a.m.-12:00 p.m. and 1:00 p.m.-4:00 p.m.

PIVOT Workshop:

- October 15, 2013 – UHM, ORS Honu Conference Room
- October 16, 2013 – TBD
- October 17, 2013 – TBD

Rising Star Grant Writing Workshops:

- November 1, 2013 – Kapiolani Community College, Kalia Room 203, 8:30 a.m. – 4:00 p.m.
- November 4, 2013 – UH Hilo, Room UC 105, 10:00 a.m. – 6:00 p.m.
- November 6, 2013 – UH Maui College
- November 8, 2013 – Kaka’ako
**Fiscal Year (FY) 2013 Annual Effort Certifications and Cost Sharing Effort Certifications**

Under the U.S. Office of Management & Budget's (OMB) Circular A-21, the University of Hawai‘i is required to have an Effort Reporting system that documents personnel costs which are chargeable to federally sponsored agreements. To comply with these requirements, the Kuali Financial System (KFS) Effort Certifications and Cost Sharing Effort Certifications have been generated for FY2013 and are available for your annual review and approval. For FY2013, ORS developed a new web-based certification system for cost shared effort. Because cost shared effort is not included in the KFS Labor Ledger, it could not be included in the baseline KFS Effort Certifications. Please see details at: [http://www.ors.hawaii.edu/index.php/effort-certifications](http://www.ors.hawaii.edu/index.php/effort-certifications).

Both Effort and Cost Sharing Effort Certifications must be reviewed and approved by all individuals shown on the pending and future action requests by **September 30, 2013**. Please contact ORS Compliance ([compliance@ors.hawaii.edu](mailto:compliance@ors.hawaii.edu)) for any questions or issues and send an email to [helpline@ors.hawaii.edu](mailto:helpline@ors.hawaii.edu) if a principal investigator is no longer with the university or otherwise not able to complete the certification.

**Meet ORS New Project Accounting Manager and Kakaako Service Center Manager**

We are excited to announce that this month, Robert Roberts is joining ORS in as Project Fiscal Accounting Manager and Emmitt Ford is joining ORS as Contracts & Grants Manager for the Kaka'ako Satellite Service Center.

![Bob Roberts](image)

Bob holds a CPA license from California, and has over twenty-eight (28) years of professional accounting, financial management and administrative experience. Most recently, for the past nine (9) years, Bob was a Chief Financial Officer at the Charter Schools Administrative Office in Honolulu. Bob is knowledgeable about governmental accounting principles and has extensive experience with applying federal and state rules and regulations for fiscal management. Bob has a Masters in Business Administration and a Masters in Accounting from the University of Hawai‘i at Mānoa. He also has a Bachelor of Science in Business Administration with a major in Accounting from California State Polytechnic University.

(Continued on the next page.)
Meet ORS New Project Accounting Manager and Kakaako Service Center Manager (continued)

Emmit Ford

Emmit has over twenty (20) years of business experience, which includes eleven (11) years as a contract/procurement manager and significant background in grants, government procurement and contracts with City & State government agencies. Most recently, Emmit was a procurement and travel services manager at the Office of Hawaiian Affairs in Resource Management/Administrative Services. Emmit has extensive experience in drafting, reviewing, administrating and monitoring contracts, lease, grants and other legal documents. Emmit’s degrees include a Juris Doctor from the William S. Richardson School of Law at the University of Hawai’i at Mānoa, a Master of Arts degree from Chaminade University, and a Bachelor of Science degree from Christian Brothers University at Memphis, Tennessee.

Please stop by ORS to meet and welcome Bob and Emmit.

ORS Helpline Frequently Asked Questions

How do I check on the status of a new award?

Please use the “Award Status” tool found on the ORS website to check on the status of a new award:

http://www.ors.hawaii.edu/index.php/award-status

Once you log in with your UH username and password, use the “Search” box to find the name of the principal investigator (PI) responsible for the award you are checking on. Once the PI name shows up in the “Results” box, use the “Insert” button to add it to the “Choice” box. You can continue adding more PIs or click the “Run” button at the bottom of the screen. The award status should show once the query completes.

Is the University of Hawai’i a 501(c)(3) non-profit organization?

No, the University of Hawai’i (UH) does not have a 501(c)(3) non-profit tax status. As an instrumentality of the state, UH is exempt from federal and state income tax in accordance with Internal Revenue Code §115, and does not meet the requirements to be designated as a 501(c)(3) non-profit organization.