From the Director’s Office

Aloha kākou,

I am excited to announce that the new myGRANT 6.0 user interface will be ready for community hands-on access on Thursday, September 24, 2015. Kuali Coeus (KC) 6.0 is the first of several releases designed to provide a new and intuitive user experience. Since KC 6.0 was released last February, ORS’ myGRANT team has been working tirelessly to upgrade myGRANT to the new release and to take advantage of the new features that 6.0 has to offer. I hope the University of Hawaii research community will take this opportunity to use the new system before it goes live on November 2, 2015. There is no need to attend demo sessions before you can use the system, but you must register to receive access. Please see details in the article below.

Further, included in this month’s newsletter are information on the National Institutes of Health (NIH) SF424 cheat sheet, the NIH Electronic Research Administration (eRA) grants administration listserv, and an update on using NIH forms that expired on August 31, 2015. In addition, new and revised subaward guidance from the Federal Demonstration Partnership (FDP) are now available online, and we would like to remind research community of the pre-proposal/white paper/and letter of intent process. I hope you find these updates useful.

Mahalo,

Yaa-Yin Fong
Director
National Institutes of Health (NIH) Cheat Sheet for SF424

The National Institutes of Health (NIH) has released an "Ultimate Application Cheat Sheet" for the SF424 application form. The cheat sheet is available online at http://grants.nih.gov/grants/ElectronicReceipt/files/Annotated_Forms_General_FORMS-C.pdf. It includes an annotated form set that provides a field-by-field walk-through that will help principal investigators and administrators avoid common errors that may occur when completing an application package and help ensure successful submission of their application. This cheat sheet should be used to double-check an application prior to submission. Keep in mind that the NIH application guide and the funding opportunity announcement are still the primary sources of information for application submission requirements.

Should you have any questions, please contact Victoria Rivera, Contracts and Grants Manager, at riveravg@hawaii.edu or (808) 956-5300.

National Institutes of Health (NIH) Electronic Research Administration (eRA) Grants Administration Listserv

The National Institutes of Health (NIH) has developed listservs to receive and exchange information related to electronic Research Administration (eRA) grants administration systems. NIH's eRA maintains a number of applicant/grantee services, including: eRA Commons, Application Submission System & Interface for Submission Tracking (ASSIST) and electronic application submission processing (eSubmission). ASSIST provides a two-way communication channel for users and the ASSIST implementation team to discuss enhancement and bug fixes under development.

Below is a summary of the two listservs and the link to subscribe to receive information.

eRA-Information-L (subscribe/unsubscribe)

Formerly NIH maintained as two separate lists (ERA_COMMONS_PI-L and ERA_Commons_ADMIN-L). If you were already subscribed members of either list then you were automatically moved to this new listserv and there is no need to re-subscribe. This list serve is used by NIH to notify the community of information related to eRA Commons, ASSIST and eSubmission. The audience it serves is administrators, principal investigators, and the staff who support them.

Examples of communications sent to this listserv include:

- Items of interest newsletters providing practical advice for using eRA services, tips for avoiding common errors, and links to resources
- Announcements for new features
- Notification of planned system downtimes
- Notification of known system issues, status and potential workarounds

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National Institutes of Health (NIH) Electronic Research Administration (eRA) Grants Administration Listserv (continued)

ASSIST-Development-L (subscribe/unsubscribe)
ASSIST users are those willing to share their individual perspectives on proposed ASSIST enhancements and options for addressing identified system issues.

Examples of communications sent to this listserv include:

- Provide insight into applicant/grantee business practices to aid development team in understanding potential impact of proposed changes
- Share thoughts on various options to address identified ASSIST issues and the implications of each option

Note: This listserv is focused on pre-production, development activities. Information on current ASSIST features, resources, and issues will be shared using the eRA-Information-L listserv.

If you have questions regarding these listservs you can contact NIH at:

eRA Communications
Email: eRACommunications@mail.nih.gov (preferred method of contact)
Telephone: (301) 435-8185

Outdated National Institutes of Health (NIH) Forms: May I Use Forms that Expired on August 31, 2015?

The National Institutes of Health’s (NIH) forms that expired at the end of August 2015 may still be used until NIH announces the availability of new forms.

At least every three years, NIH is required to reassess their data collection needs, make any needed adjustments, and submit a data collection clearance request to the White House Office of Management and Budget (OMB). NIH is currently working through that process. In the meantime, applicants and grantees can continue to use the current forms despite the August 31, 2015 expiration date.

Once OMB approval is in place, NIH will issue notices in the NIH Guide for Grants & Contracts to tell you more about form changes and their implementation plans.

See the NIH Guide notice on this topic for more details.

Should you have any questions, please contact Victoria Rivera, Contracts and Grants Manager, at riveravg@hawaii.edu or (808) 956-5300.
New Federal Demonstration Partnership (FDP) Subaward Guidance Documents Available

New and revised guidance documents can be found in the Federal Demonstration Partnership (FDP) Subawards Forms section of the FDP website at: http://sites.nationalacademies.org/PGA/fdp/PGA_063626. Please use this website to locate the new documents.

New items posted include:

- A revised Uniform Guidance (UG) Guidance Document on the Use of the Templates, which reflects use of the interim National Institutes of Health and National Science Foundation Attachment 2.
- Updated FAQs. The FAQs include new questions and guidance on:
  - Invoicing.
  - Use of cost reimbursement vs. fixed price templates.
  - Additional clarification on UG data elements included in the templates.
  - Use of templates for non-federal sponsors.
- Revised Attachments 3A and 3B (page 1) – includes spaces to note special invoicing and remittance addresses (see FAQs on invoicing).
- A Sample Invoicing Template – option for subrecipients without their own invoicing templates. This template can be modified as necessary.

FDP will continue to create new materials and guidance, including more general guidance on the use of the templates, statement of work (SOW) guidance, and possible webinars.

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

Contractor Purchasing System Review (CPSR) - Subrecipient's Certificate of Current Cost and Pricing Data

During a recent Contractor Purchasing System Review (CPSR), the Office of Naval Research (ONR) cited a missing Subrecipient's Certificate of Current Cost and Pricing Data (FAR 15.406-2), which is required for subawards/subcontracts greater than $700,000 issued under federal prime contracts. In this particular case, the original subaward/subcontract was less than $700,000. However, the threshold was exceeded after an amendment was processed. As a reminder, please verify that all required certifications have been obtained, especially in situations where amendments to an existing subaward/subcontract puts it above the established threshold. The Subrecipient's Certificate of Current Cost or Pricing Data (FAR 15.406-2) form is available at http://www.ors.hawaii.edu/index.php/apply/forms.

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Contractor Purchasing System Review (CPSR) - Subrecipient's Certificate of Current Cost and Pricing Data (continued)

In addition to this finding, the following recommendations were provided to University of Hawaii (UH)/Research Corporation of the University of Hawaii (RCUH):

- Update applicable FAR flow down clause dollar thresholds in its buyer and award documentation checklists and throughout its procurement policies and procedures, terms and conditions, supplements, and buyer matrices. (As a reminder, please access the online forms to ensure that the most updated version is being used.)
- Review all mandatory FAR flow down clauses in relation to award terms and conditions, with implementation into all awards.

Once UH/RCUH submits their corrective action responses to these recommendations, the administrative contracting officer (ACO) will either approve or disapprove the university's purchasing system. The benefits of an approved purchasing system include efficiencies gained from a more streamlined procurement and subcontract administration process; improved opportunities for consideration of future awards; reduced potential of contract withholds; and reduced business and financial risk of regulatory and statutory noncompliance.

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

myGRANT 6.0 Community Hands-on Period Opening on September 24, 2015

ORS is excited to announce the opening of the community hands-on demo system for the newly upgraded version 6.0 of myGRANT on September 24, 2015. We have been busy incorporating the new, more user friendly redesigned 6.0 interface into myGRANT. Our faculty and staff testers have submitted positive feedback, and we are now ready to extend an invitation for everyone to use the system firsthand. In this hands-on access, participants can try out proposal creation and other day-to-day tasks to get a better feel for the new user interface. Real proposals can also be created in the demo system as long as the proposal due date is after November 2, 2015, the anticipated go-live date for myGRANT 6.0.

Highlights of the new upgraded 6.0 version:

- Redesigned to be more user friendly and intuitive.
- Left hand navigation; no tab and show/hide buttons.
- Linear navigation through proposal creation.
- Quick access to proposal tools on every screen.
- Predictive searching for sponsor fields.
- Focused pop out windows.
- Streamlined lookups and upload process.

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myGRANT 6.0 Community Hands-on Period Opening on September 24, 2015 (continued)

To kick off this initiative, ORS will be holding several demonstrations to highlight the various changes. If you are interested in participating, please follow the link below to request access to the new system, and/or to sign up for a demonstration. Registration is required since seating is limited.

http://www.ors.hawaii.edu/index.php/mygrant-6-0-hands-on

Schedule of Proposal Creation Demos at IT Center Training Lab

- September 24, 2015  2:00pm - 3:00pm
- September 25, 2015  10:00am - 11:00am; 2:00pm - 3:00pm

If you have any questions, please contact the ORS Helpline at (808) 956-5198. Thank you and we look forward to seeing you at the demonstration sessions!

myGRANT Pre-proposal/White Paper/Letter of Intent Submission Reminder

Many agencies are now requiring the submission of preliminary proposals (pre-proposals), white papers or letters of intent for initial review and selection of those that will be invited to submit full proposals for funding consideration. Submission requirements differ amongst agencies.

Prior to submission of a preliminary proposal, white paper or letter of intent to the sponsor, the principal investigator (PI) is responsible for obtaining approval from the chancellor/dean/director, department chair, and fiscal administrator (as appropriate) for any university resource commitments. If the sponsor requires Authorized Organizational Representative (AOR) endorsement by ORS, then the approvals must be provided to ORS prior to submission. The documentation should be submitted to the PI's designated ORS Specialist for endorsement.

If the sponsor does not require endorsement of the pre-proposal by the AOR, the PI will attach a copy of the pre-proposal package in the “Abstracts and Attachments” tab “Internal Attachments” when submitting the full myGRANT proposal.

A myGRANT proposal development (PD) record is not required to be created at the preliminary proposal stage. However, if you are submitting a preliminary proposal to an agency that requires AOR endorsement or submission, such as the National Science Foundation (NSF) in FastLane, it is recommended that a myGRANT proposal development record be created to ensure that all departmental approvals are documented. Please select “preliminary” as the proposal type when creating your myGRANT proposal development record. This will allow you to copy your document if invited to submit a full proposal at a later date.

If you have any questions, contact your assigned ORS Specialist. The school assignments can be found at: http://www.ors.hawaii.edu/index.php/ors-assignments.
ORS Helpline Frequently Asked Questions

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

You can use the “Award Status” tool found on the ORS website: http://www.ors.hawaii.edu/index.php/award-status

Once you log in with your University of Hawaii (UH) username and password, use the “Search” box to find the principal investigator (PI) of 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 Hawaii a 501(c)(3) non-profit organization?

No, the university does not have a 501(c)(3) non-profit tax status. As an instrumentality of the state, the University of Hawaii 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.

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