University of Hawaii Now a Participant of the Federal Demonstration Partnership Expanded Clearinghouse Pilot Project

The Federal Demonstration Partnership (FDP) launched a pilot initiative known as the FDP Expanded Clearinghouse, aimed at reducing the burden of having to provide certain federally required documents and information to establish subaward agreements between FDP members. Those documents and information for FDP members participating in the pilot are now posted on FDP’s website at: http://sites.nationalacademies.org/PGA/fdp/PGA_171219, so that any pilot institution can view another pilot institution’s profile. Pilot institutions participate as both a subrecipient and as a pass-through entity.

**During the process of becoming a subawardee to another institution:**

As a subrecipient, UH may be asked to provide certain information – such as our Facilities and Administrative (F&A) rate schedule, fringe benefit schedule, single audit results, whether or not we have a conflict of interest policy, etc. – which are all posted along with other important data on the UH profile at the website above. If commitment forms are required by another pilot institution, our on-line entity profile should be accessed and only transaction specific information may still be requested. The assigned ORS Contracts and Grants Specialist must be the one to sign the commitment form.

**During the process of subawarding to another institution:**

ORS launched an electronic commitment form this year that is meant to enhance compliance as well as streamline the information required of another institution that UH will subaward to. See: http://www.ors.hawaii.edu/index.php/apply/forms/commitment-form. The new electronic commitment form has been designed to ask the other institution whether or not they’re a participant of the FDP Expanded Clearinghouse pilot program. If they indicate that they are, the form only asks transaction specific questions of the potential subrecipient that cannot otherwise be obtained from their clearinghouse profile.

Contact the ORS Financial and Administrative Compliance Manager, Dawn Kim at dawnkim@hawaii.edu or (808) 956-0396 with your questions.
How to Obtain the Status of Your Subaward

This July, ORS revamped university processes to issue subawards from extramurally-funded projects. ORS became responsible for drafting subaward agreements as well as obtaining state and federally required documents and information from subrecipients. To review the new process and what documents are necessary to get subawards and subaward amendments started, please refer to: [http://www.ors.hawaii.edu/index.php/start-up-a-manage/project-account-set-up/subaward-process](http://www.ors.hawaii.edu/index.php/start-up-a-manage/project-account-set-up/subaward-process).

To find out the status of your subaward request in progress at ORS, simply go to [http://www.ors.hawaii.edu/index.php/award-status](http://www.ors.hawaii.edu/index.php/award-status), and click on “Subaward Status Search”, use your UH login, and search for any pending subaward requests using the PI name search.

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

United States Department of Agriculture Introduces EzFedGrants (EFG) Grants System

The United States Department of Agriculture (USDA) will be introducing an online grants system called EzFedGrants (EFG) to streamline the application and grants administration process.

What is EFG?

It’s USDA’s system of record processing federal financial assistance transactions. EFG also supports USDA’s mission and helps to ensure compliance, with federal accounting, and grant related requirements.

The EFG web portal is an interface for the public to apply for non-competitive funding opportunities, and manage competitive, and non-competitive grants and agreements, amendments, reports, and invoices.

EFG is a new grant and agreement management system that will bring together all the internal and external steps in the agreements process into one system:

- USDA creating an announcement (Opportunity stage),
- The grant recipient applying for an opportunity (Application stage),
- USDA performing the application review for competitive grants (Application stage),
- USDA awarding (Agreement stage),
- USDA or grant recipient requesting changes (Post Award stage),
- The grant recipient requesting reimbursement and submitting reports (Post Award stage), and
- USDA and grant recipient completing the award (Closeout stage).

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Who is responsible for getting access to EFG and when must this be done?

Within EzFedGrants, there are three user roles: Grants Administrative Official (GAO), Grants Processor, and Signatory Official. The GAO and Signatory Official roles will be managed by ORS staff. The role of Grants Processor will be used by UH faculty and staff to prepare applications for review and submission by ORS.

How to access EFG?

In order to obtain access to EzFedGrants as a Grants Processor, USDA is requiring users to obtain “Level 2 eAuthentication” access by clicking on https://www.eauth.usda.gov/MainPages/index.aspx, creating an account, and registering for Level 2 access. After creating an account, you will receive email instructions to obtain Level 2 access, which can be obtained in two ways:

1. Go to your “Local Registration Authority (LRA)”, which are specific USDA locations, and present a government-issued photo ID in person to obtain Level 2 eAuthentication (it is recommended that you make an appointment ahead of time); or
2. Use USDA’s online “AAA” system to obtain Level 2 eAuthentication access. This method is scheduled to be available sometime in September, according to USDA representatives.

The closest LRA can be found at: http://offices.sc.egov.usda.gov/locator/app?type=lra. There are several locations in Hawaii.

When does the EFG system take effect and where can I find more information on EFG?

Additional details will follow as the USDA nears system deployment, which is estimated to be in late October. More information can also be found at: https://www.eauth.usda.gov/mainPages/eauthWhatIsAccount.aspx
Please remember to update Kuali Financial System (KFS) accounts to reflect changes in Fiscal Administrators, Account Supervisors, and Account Managers as soon as the changes are effective.

For changes in Account Supervisors, please remember to only submit the KFS changes for Lead or Co-Principal Investigators/Project Directors, or other Key Persons, after the change has been accepted via your ORS Contracts & Grants Specialist with prior sponsor approval, as required for each extramural project. Please submit these changes using an Account eDoc rather than an Account Global eDoc for multiple accounts since the automatic routing for Account Global eDocs does not currently include the UH ORS Accounting Group, and each individual extramural project would need to be reviewed, possibly by different ORS Accountants (CGs), for appropriate sponsor approvals, which may delay the eDoc. If there are reasons an Account Global eDoc is chosen to be used, i.e., multiple accounts under one project with all the same name changes, one sponsor approval covering multiple projects for the same name changes, etc., then please remember to add the CG number(s) to the front of the Description and add the UH ORS Accounting Ad Hoc Group Request Name (KFS-SW Namespace Code) as an Ad Hoc Recipient for Approval, if you are unsure on how to handle, please contact your CG.

Having updated information in KFS eliminates inefficiencies in re-routing eDocs, emails, and phone calls regarding the related account. In addition, accurate KFS data is an integral component of an efficient closeout process. ORS generates closeout notices based on information in KFS including the Fiscal Administrator and Account Supervisor Principal Names. Updating KFS information in a timely manner helps to ensure that the appropriate parties are notified of their closeout responsibilities and deadlines in a timely manner.

Should you have any questions, please contact Suzanne Efhan, Projects Financial Services Manager, at efhans@hawaii.edu, or (808) 956-8163.

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

You can use the “Status Log” tool found on the ORS website:

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

After clicking the above link, click on “Award Status Search”. Once you log in with your UH username and password, use the “Search” box to find the 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.

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Is the University of Hawaii a 501(c)(3) non-profit organization?

No, the University of Hawaii (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.

Do you have any questions or comments for ORS?

Please contact us at the ORS Helpline:
Email: helpline@ors.hawaii.edu or Phone: (808) 956-5198