

CONTENT

- NIH/AHRQ/CDC/NIOSH/FDA Transition to Adobe Forms on Grants.gov
- National Science Foundation (NSF) Update
- ORS Web Report Enhancement – Report by Awarded Date & Sponsor Name
- Cost Accounting – Travel Charge
- For AO/FOs: Reminder on Payroll Transfer Between Imposed and Non-Imposed Accounts
- Advance Accounts ORS Form 1: Form-Fillable with Document Attachment Available via Fast Track System
- Relocation Notice: ORS Accounting Sections
- National Council of University Research Administrators (NCURA)
- Online Training Available - ORS Grants & Contracts Certification Program Module 4
- ORS Helpline FAQs

From the Director's Office**❧ Season's Greetings ❧**

This month's issue highlights recent NSF and NIH Updates. As the federal agencies continue to improve their process under the new administration, look to the ORS Newsletter to keep you informed of these changes.

Also included in this issue are reminders and clarification from the ORS Cost Studies & Rate Analysis and Financial Compliance Sections regarding payroll transfers and travel expenditures. Please let us know if you have any other topics that you would like clarified and we'd be glad to consider it for inclusion in a future issue.

We have received many positive feedback regarding the now available ORS Online Training Modules. During the holidays, please feel free to take advantage of these online trainings available on the ORS Web site to take at your leisure, in the comfort of your office.

We also wanted to let you know that the Sakamaki C-200 wing that houses ORS Fiscal Accounting and Financial Services Sections will be re-configured shortly. We will do our best not to interrupt daily operations but ask for your kokua during this time.

Wishing you and your family a wonderful Holiday Season!

Yaa-Yin Fong, Director

NIH/AHRQ/CDC/NIOSH/FDA Transition to Adobe Forms on Grants.gov

National Institutes of Health (NIH) has provided updated details and dates pertaining to the Transition Schedule for NIH, Agency for Health care Research & Quality (AHRQ), Center for Disease Control and Prevention (CDC), National Institute for Occupational Safety & Health (NIOSH), and US Food & Drug Administration (FDA) from PureEdge to Adobe-based forms for SF424 Research and Related (R&R) electronic submissions through Grants.gov that will take effect on January 1, 2009.

Please see: <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-09-020.html> for more details.

For more information, please contact ORS Helpline at helpline@ors.hawaii.edu or (808) 956-5198.

National Science Foundation (NSF) Update

Update on Entirely New Guidance that Addresses and Implements the Mentoring Requirement of the America COMPETES Act:

Each funding proposal to support postdoctoral researchers must include a description of the mentoring activities, as a separate section within the 15-page Project Description. Examples of mentoring activities include:

- Career counseling;
- Training in preparation of grant proposals, publications and presentations;
- Guidance on ways to improve teaching and mentoring skills;
- Guidance on how to effectively collaborate with researchers from diverse backgrounds and disciplinary areas;
- And training in responsible professional practices.

The proposed mentoring activities will be evaluated as part of the merit review process under the Foundation's broader impacts merit review criterion. Proposals that do not include a separate section on mentoring activities within the Project Description will be returned without review.

For more information regarding NSF Update, please contact Kathy Yoshinaga, Pre-Award Specialist at kyoshina@hawaii.edu or (808) 956-4057.

Solicitations that Limit the Number of Proposals an Organization Can Submit

NSF has published a Web site listing the programs that limit the number of proposals submissions by one organization:

http://www.nsf.gov/funding/pgm_sro.jsp

Prior to submitting a proposal from this site, please obtain prior approval from the Office of UH Research Relations.

For more information, please contact: Dr. Harold J. McArthur, Assistant Vice Chancellor for Research Relations at: hmcarthu@hawaii.edu or (808) 956-8128.

ORS Web Report Enhancement – Report by Awarded Date & Sponsor Name

Report by Award Date

We are pleased to announce the option to report awards by “Awarded Date.”

Previously, Web reports only searched by Award Start Dates within a selected period. An option link has been added to enhance the search criteria to Search by Awarded Date - “Click here if you want to search by Awarded Date”:

Search for Awards with **START DATES** that fall within this period
[Click here if you want to search by Awarded Date](#)

From: **To:**

After clicking on the link, the screen will prompt to search by “Awarded Dates” as shown below:

Search for Awards with **AWARDED DATES** that fall within this period
[Click here if you want to search by Award Start Date](#)

From: **To:**

Report by Sponsor Name

Report by “Awards by Sponsor Name” has also been added. Enter a part of the Sponsor/Agency’s Name and awards containing the matching word(s) will be displayed.

Report by Sponsor

Part of Sponsor/Agency Name:

Search for Awards with **START DATES** that fall within this period
[Click here if you want to search by Awarded Date](#)

From: **To:**

For more information, please contact: Carol Santucci, InfoEd Project Manager at carolss@hawaii.edu or (808) 956-3876.

Cost Accounting – Travel Charge

Question: Does an employee have to be paid on a grant in order for his or her travel costs to be charged to the grant?

It isn't necessary for an employee to be paid on a grant in order to charge his or her travel costs to the grant. However, the employee should be working on the grant. In some cases, this will be through cost sharing of his or her effort.

Bear in mind that in order for travel costs to be charged to a grant, the employee's travel must provide a direct benefit to the grant. Examples:

- The employee attends a required face-to-face meeting on the mainland with the sponsor to discuss progress, expectations and to present the work plan for the next phase of the project.
- The employee travels to the remote project site to obtain samples.
- The employee attends a conference to learn more about a particular methodology that will assist in the conduct of the study he or she is undertaking.

This concept is discussed in the NIH Grants Policy Statement (GPS) and NSF Grant Proposal Guide (GPG). In the NIH GPS, travel costs are "Allowable as a direct cost where such travel will provide direct benefit to the project." In the NSF GPG, "travel and its relation to the proposed activities must be specified and itemized by destination and cost. Funds may be requested for fieldwork, attendance at meetings and conferences, and other travel associated with the proposed work, including subsistence. In order to qualify for support, however, attendance at meetings or conferences must be necessary to accomplish proposal objectives, or disseminate its results."

To summarize, it is not necessary to be paid on a grant in order to charge the employee's travel costs to the grant. However, the employee's travel must provide a direct benefit to the project. Sponsor policies may be more restrictive on when such costs can be charged and should be referred to.

For more information, please contact: Kevin Hanaoka, Cost Studies and Rate Analysis Manager at hanaokak@hawaii.edu or (808) 956-9242.

For AO/FOs: Reminder on Payroll Transfer Between Imposed and Non-Imposed Accounts

If you are transferring payroll between imposed and non-imposed accounts, the offset accounts for the imposed workers compensation and unemployment insurance expenses should be to the campus control accounts and sub codes:

2091 for Workers Compensation & 2092 for Unemployment Insurance

Please refer to memorandum dated 07/11/05 from General Accounting & Loan Collection (GALC) for more information: http://www.hawaii.edu/ors/documents/FY06WCUIC_Memo_Attachments.pdf.

Please be advised that this memo's workers compensation and unemployment insurance rates were based on FY2006. Please visit the ORS Web site at http://www.hawaii.edu/ors/filecabinet_rates_fringe.html for the current rates. Campus control accounts (MA 39232x, where "x" would be the current fiscal year – i.e. for year end 2009, the MA would be: 392329). Sub codes are still in effect.

For more information, please contact: Lenora Asato, Compliance Specialist at asato@hawaii.edu or (808) 956-5515 or GALC at (808) 956-8278.

Advance Accounts (APM A8.952)

– ORS Form 1: Form-Fillable with Document Attachment Available via Fast Track System

We are happy to announce that the form-fillable version of the ORS Form 1 (Request for Advance Fund Account Approval) is now available in the forms section of the ORS Web site labeled - "Appendix A, Advance Account."

In addition to the form-fillable ORS Form 1, you can now attach all documentation required for the advance account when you submit your request via the UH-FMIS Fast Track System. When creating your Fast Track request, there is an attachment feature that will allow you to search for your documents and attach it to your request. This feature will reduce the chances of lost documentation and the possibility of attaching the wrong document to the request. ORS Accounting will still accept hard copy submissions of your supporting documentation but we strongly encourage you to use the attachment feature in the Fast Track system.

For more information, please contact: Janis Morita, Projects Fiscal Accounting Manager at morita@hawaii.edu or (808) 956-6959.

Relocation Notice of ORS Accounting Sections

After years of planning, the ORS Accounting Office located at UH Manoa Sakamaki C-200 will be retrofitted to address the structural issues surrounding the overload of the current filing system along with the lack of functional and filing space due to the increase in research activities.

This is scheduled to take place from December 2008 through January 2009. During this period, the accounting staff will be relocated as follows:

Effective Immediately:

ORS Projects Financial Services Staff will be located at Biomed T210.

Effective Monday, December 15, 2008:

ORS Projects Fiscal Accounting Section will be divided between Biomed T210 and Manoa Marketplace (off-campus).

- Phone/Fax/Email: Remains the same - will not be affected by the relocation.
- Mail Delivery: To Sakamaki **D**-200
- Mail Pick-Up at Sakamaki C-200: Will cease as of Friday, December 5.

Mail will be forwarded via Campus Mail until further notice.

ORS Accounting will make every effort to ensure continued service with minimal down time to our operations during this period. Thank you for your support and understanding.

For more information, please contact: Janis Morita, Projects Fiscal Accounting Manager at morita@hawaii.edu or (808) 956-6959 or Joanne Yama, Projects Financial Services Manager at jyama@hawaii.edu or (808) 956-8163.

National Council of University Research Administrators (NCURA)

The 50th Annual NCURA Conference and Workshop took place in Washington D.C. on November 2-5, 2008. There were over 2,500 attendees from Universities and Colleges throughout the United States, Europe, Japan and Africa. The theme of the program was “Celebrating the Science, Supporting the Scientist” and there was a multitude of workshops, discussion groups and concurrent sessions offered to help Research Administrators better support the extramural grant management efforts on their campus.

Federal updates were provided by NSF, NIH, US Department of Education (Ed), NASA, and the Dept. of Energy to name a few. The general theme of the presentations was one of “transitions” with the general message that Grants.gov will remain the submission portal for proposals but we should keep an eye out for post-award grant management systems such as Research.gov and FedConnect.

It is important for Research Administrators to remain aware of the Federal initiatives and grant management resources. NCURA provides many training and professional development opportunities to assist University Administrative Officers. You can log on the NCURA Web site to learn more about the educational programs available at: <http://www.ncura.edu/content/educational%5Fprograms/>. Manoa APTs can apply to the Chancellor’s APT Professional Development fund for financial assistance to attend the Professional Training Opportunities offered by NCURA.

For more information regarding NCURA News, please contact Georgette Sakumoto, Pre-Award Specialist at gsakumot@hawaii.edu or (808) 956-4056.

Online Training Available - ORS Grants & Contracts Certification Program Module 4 (For Researchers, AO/FOs, and Project Support Staff)

ORS is pleased to announce that Module 4 of the ORS Grants & Contracts Certification Program is now available online to take at your leisure through the Laulima Web site.

If you missed our fall classroom program you can take this online module before the next certification program in the Spring.

Module 4 will give you a better understanding of:

- Proposal Preparation & Processing
- Budget Development
- Contract Review & Approval

For more information and further instructions on how to register and access this course, please visit us at the ORS Web site, click on Training: <http://www.hawaii.edu/ors/training.html>.

ORS Helpline FAQs

1. I don't have a NSF FastLane account, is there another way to create PDF files without Adobe Acrobat?

PrimoPDF is a free program that allows you to create a PDF from any printable screen. Once installed you can select it as a printer and choose where you want to save the new PDF file. More information found on PrimoPDF's Web site: <http://www.primopdf.com/>

2. What do I need to install on my personal computer in order to use the new Adobe Reader Forms that are replacing PureEdge?

To view and complete an Adobe Reader Grants.gov Application Package, click here: http://www.grants.gov/help/download_software.jsp to download the compatible version of the Adobe Reader software. Adobe Reader 8.1.1, 8.1.2, 8.1.3 and 9.0 are the only versions compatible with Grants.gov. There is no cost to download, install, or use the Adobe Reader software.

3. What if I have an existing incomplete grant application package that uses PureEdge that still needs to be submitted?

Grants.gov will continue to accept and process PureEdge application packages that are posted to the Web site. You may complete the existing Grant Application Package using the PureEdge viewer and submit the completed application on or before the posted opportunity close date or agency receipt deadline. If you are unsure about the process for a specific opportunity, please review and follow the application submission instructions provided by the grantor agency.

Question or Comment for ORS?

Please feel free to contact us at:

ORS Helpline at helpline@ors.hawaii.edu or (808) 956-5198.

