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From the Director's Office

Aloha!

The transition at the White House has ended and the new administration has begun. We anticipate new appointments for various federal agencies to include: National Institutes of Health (NIH), Office of Management and Budget (OMB) and the Department of Health and Human Services (DHHS). ORS can already feel “the change.”

An increase in transparencies on federal funds and accountability for federal primary and sub awards are expected. Sub award monitoring, research compliance and conflict of interests continue to be a top priority for funding agencies. ORS will continue to update you with new rules and regulations, and work with appropriate compliance offices to implement these changes as necessary.

Thank you to the PIs and FOs who provided feedback to ORS and the National Sciences Board (NSB) regarding the National Science Foundation (NSF) Cost Sharing Policy. The NSB draft recommendation report is very favorable. Included in this issue is the link to the complete draft report. Public comments regarding the draft are requested.

Steady growth continues. We are proud to state that the total fiscal year 2009 UH awards is currently at \$264M.

Wishing you a productive spring semester – Mahalo!

Yaa-Yin Fong

Director

E-Verify Requirement Delayed to 5/21/09 - Update from Dec. Newsletter

Implementation of the final rule requiring federal contractors and subcontractors to begin using U.S. Citizenship and Immigration Services's (USCIS) E-Verify system has been delayed until 5/21/09. The rule requires use of the federal internet-based system called E-Verify, to verify the employment eligibility of existing employees (hired after 11-06-86) and new hires that are directly performing work under the award. For more information, please visit: <http://www.uscis.gov/portal/site/uscis/menuitem> .

National Science Foundation (NSF) Update

National Science Board (NSB) Draft Report on Cost Sharing Policy - Accepting Public Comment

The National Science Board has recently released a draft report on the NSF cost sharing policy, "Investing in the Future: NSF Cost Sharing Policies for a Robust Federal Research Enterprise" for public comment. The report may be accessed at:

<http://www.nsf.gov/nsb/committees/cs/index.jsp> .

Given the importance of this issue to the research enterprise, we hope that you will take this opportunity to express your views on the proposed policy changes. Comments must be submitted by Monday, February 16, 2009 to Jennifer Richards, Executive Secretary, Task Force on Cost Sharing at nsbcostsharing@nsf.gov .

If you have any questions, contact Ms. Richards at (703) 292-7000.

Research.gov - Simplifies Online Access to Partnering Federal Agency Information

Led by NSF, Research.gov simplifies online access to information and grant services for partnering federal agencies, to include: National Aeronautics and Space Administration (NASA), Department of Defense (DOD) Research and United States Dept. of Agriculture's (USDA) Cooperative State Research, Education, and Extension Service. Access to Research.gov is at: <http://www.research.gov/> .

Online services currently include: Research Spending & Results, Policy Library, Grant Application Status, Institution & User Management, Federal Financial Report, and Research News & Events.

National Institutes of Health (NIH) Update

Salary Limitation on Grants, Cooperative Agreements and Contracts

This notice provides updated information regarding the salary limitation for NIH grant and cooperative agreement awards and extramural research and development contract awards (referred to here as grants).

Effective January 1, 2009, the Executive Level I salary limit increased to \$196,700. When the final FY 2009 Appropriation is enacted, NIH will publish their annual NIH Guide notice on the legislative mandates included therein with additional information on the salary cap. For more information, please visit:

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-09-037.html> .

Assignment to Kualii Project Team

Effective Monday, February 2, 2009, Janis Morita, ORS Projects Fiscal Accounting Manager, will be temporarily reassigned to the Kualii Project Team on a full-time basis for approximately 2 years. During this period, Joanne Yama, ORS Projects Financial Services Manager, will oversee both sections. Please feel free to contact Joanne Yama at jyama@hawaii.edu or 808-956-8163.

Timely Submission of Required Closeout Reports by Principal Investigators

Principal Investigators (PIs) are responsible for submitting sponsor-required reports such as technical, certified cost sharing and patent (invention) reports. PIs should follow the reporting requirements detailed in the award documents.

Reports, such as final invention statements, may require the endorsement of the ORS Pre-Award staff.

Notices received by ORS from sponsors related to past due reports will be forwarded to the PI. Respective deans and directors are also notified of outstanding reports.

Subsequent PI proposals and awards may be held until all outstanding items have been met on current awards.

For more information, contact Joanne Yama, ORS Projects Financial Services Manager at jyama@hawaii.edu or (808) 956-8163.

Executive/Managerial ORS Report Available Online

The University of Hawai'i FY '08 Executive/Managerial ORS Report is now available on the ORS Web site. This report includes summaries and charts broken down into research and non-research, by sponsor and college. A searchable database can be used for more focused queries. The online report can be found on the ORS Web site: http://www.hawaii.edu/ors/filecabinet_managerial_report.htm .

Requests for Additional ORS Reports

Please feel free to email your requests for new reports, or for additional information not provided in the ORS ad hoc reports, to ORS Helpline: helpline@ors.hawaii.edu .

ORS Form 5 (Proposal and Contract Coordination Record Form) Proposal Submission or Award Review Requirement

Similar in its use at other research institutions, the ORS Form 5 serves as a routing form that documents the assumption and acceptance of the full responsibility for the administration, and fiscal accountability of the sponsored proposal.

It also serves as a checklist in highlighting important proposal information and compliance requirements, ascertains whether a principal investigator (PI) will waive their intellectual property and publication rights, and triggers the documentation of multiple/co-PI, cost sharing & other university resources. The Form 5 information is also captured in infoEd for tracking, other award purposes, and reporting.

Why is Form 5 requested in advance for ORS staff to review?

ORS staff reviews the summarized information in the Form 5 and verifies it against the detailed proposal. The administrative/fiscal officer's signature ensures the adequacy and completeness of the proposal and related budget, and that all cost items included in the proposed budget are consistent with the policies and requirements of the UH and the sponsor.

The signatures of the department chair and dean/director/chancellor of the unit assure the concurrence of the content and merit of the proposal, academic appropriateness with the mission of the unit, commitments of faculty and staff effort, adequacy of the proposed funding requirements, cost sharing, and other non-personnel program requirements such as equipment, special facilities, and other administrative support needs and arrangements.

Submitting the Form 5, five (5) business days prior to the proposal due date would be appreciated, to expedite the review process.

This will provide ORS staff adequate time to thoroughly review the form.

When are Form 5 re-submissions required?

1. Change in commitments of faculty and staff effort;
2. Change in budget/proposed funding requirements;
3. Change in cost sharing;
4. Change in other non-personnel program requirements such as equipment, special facilities, and other administrative support needs and arrangements.

Thank you in advance for your attention to this important process.

Should you have any questions regarding the Form 5, please contact the ORS Helpline at helpline@ors.hawaii.edu or (808) 956-5198.

ORS Helpline FAQs

1. What version of Adobe Reader should I be using to open ORS forms and Grants.gov packages?

Adobe Reader 8.1.3 is the only version fully compatible with ORS forms and Grants.gov packages. Any other version may experience errors or submission issues.

2. How can I receive updates on new grant opportunities available through Grants.gov?

You can sign up for Grants.gov's subscription services which will email you daily grant opportunity notifications: <http://www.grants.gov/search/subscribeAll.do> .

You can also set up an RSS Feed which allows you to view Grants.gov headlines and new grant opportunities without cluttering your inbox with e-mail messages: <http://grants.gov/help/rss.jsp> .

3. How do I convert a Word document proposal to a PDF file through National Science Foundation (NSF) FastLane?

A document converter is available on the NSF FastLane Web site. It is able to convert most text files to a PDF format. To access the converter you need to log into FastLane and follow these instructions:

- Click on the link "Convert files to PDF," at the bottom of the Quick Link header;
- Click the "browse" button and select the file you want to convert;
- Press the "Covert to PDF" button.

The newly created PDF will appear in a new browser window where it can be saved to your computer.

A list of supported formats can also be found on: <https://www.fastlane.nsf.gov/a1/A1AcceptableFileExtensions.html> .

4. Are there proposal format guidelines I should follow in submitting an NSF proposal?

All NSF proposals must conform to the following format requirements:

a) Only the approved typefaces listed below, black font color, and a font size of 10 points or larger must be used:

- For Windows users: Arial, Helvetica, Palatino Linotype, or Georgia
- For Macintosh users: Arial, Helvetica, Palatino, or Georgia
- For TeX users: Computer Modern

A Symbol font may be used to insert Greek letters or special characters but the font size requirement still applies.

b) No more than 6 lines within a vertical space of 1 inch.

c) Margins, in all directions, must be at least an inch.

More information on NSF proposal formatting can be found on: http://www.nsf.gov/pubs/policydocs/papp/gpg_index.jsp .