About ORS

The Office of Research Services (ORS) has a wide array of sections specializing in contracts and grants administration. It serves as the authorized university official to accept extramural awards on behalf of the university. ORS also provides guidance regarding federal, state, county and university rules, regulations and policies, as well as sponsor award terms and conditions. ORS also negotiates the indirect cost rate agreement for the university.

ORS is here to help you to:
- Search for funding opportunities.
- Develop your proposal and budget.
- Submit proposal applications to sponsors for extramural funding.
- Negotiate terms & conditions of extramural awards.
- Administer post-award activities with the sponsor.
- Submit invoices or letter of credit draws to the sponsor and file financial reports.

Finding Funding Opportunities

The ORS website at http://ogo.go/gj357n is a good place to begin your search. There you can explore multiple avenues to discover funding opportunities from individual sponsors (both governmental and non-governmental). We also encourage you to take advantage of Pivot, an extensive funding opportunities database. Pivot is a searchable funding opportunities database (http://pivot.os.os.com). It is available to faculty, staff, and students of all ten University of Hawai‘i System campuses. It provides access to the most comprehensive global source of funding opportunities—totaling billions of dollars and growing. In addition to the online search engines for funding opportunities, in collaboration with Miner and Associates, ORS has published the ORS Grantseeker’s Handbook, which can be found at http://ogo.go/gj357v. This handbook includes tips on writing grants, pre-proposal strategies, and general writing tips.

Proposal Development

Things to Keep in Mind During Proposal Development
- Contact ORS Helpline to establish necessary online accounts (e.g., eRA Commons, FastLane, etc.).
- Begin a myGRANT proposal development record as early as possible.
- Read project criteria and proposal instructions very carefully and tailor your proposal to meet the criteria.
- Include project staff & other support as needed/allowed by sponsor.
- Allow enough time for project set-up (i.e., hiring staff, purchasing, etc.)
- After proposal submission, expect questions and modifications from sponsors. Keep ORS informed about all changes and updates.

Applying for Funding

Applying for extramural funding can be a challenging process. ORS is here to assist you. Each campus and department at the university has an assigned ORS specialist. To view ORS assignments, please visit http://ogo.go/gj357v. The university’s institutional profile, can be found at http://ogo.go/gj357n. Current F&A rates can be found at http://ogo.go/gj357n.

myGRANT

myGRANT is the University of Hawai‘i system’s online application for proposal development/creation and award administration. You can access myGRANT from the ORS website at https://mygrant.ors.hawaii.edu. The ORS Helpline is available to assist you with any questions or problems at (808) 956-5398

Checklist for Proposal Review
- Notify your assigned ORS specialist as soon as you know you will be submitting a proposal.

✓ Ensure application package is complete and ready for submission (e.g., forms, statement of work, budget, budget narrative, letters of support).

✓ Ensure myGRANT proposal development record is complete and routed for approval at least five working days before the proposal deadline.

✓ Ensure written permission has been obtained and is documented in myGRANT for limited submission solicitations (a limited submission solicitation places limits on the number of proposals that an institution can submit).

✓ Ensure that combined s p l t (RTRF) is calculated correctly and totals equal 100% in the myGRANT proposal development record.

✓ Ensure budget has been reviewed by the department fiscal administrator and written approvals documented if Facilities & Administrative (F&A) rates deviate from approved rates or solicitation limits.

✓ Ensure Key Personnel Certifications are complete in the myGRANT proposal development record for all investigators (see Key Personnel tab).

✓ Ensure abstract of 50 words or less is completed in the myGRANT proposal development record.

✓ Ensure that all institutional Certifications IACUC, HSP, IBC, EHSO are complete and documentation attached in the myGRANT proposal development record.

✓ Ensure subcontractor/subaward documentation is attached in the myGRANT proposal development record (scope of work, budget, letter of commitment).
Award Start-up

Award Account Set-up

Once you have received your award, please check with the assigned ORS accountant for Awards Account Set-up. Assignments can be found at http://goo.gl/newSkY. For new awards, ORS will establish the initial account and input the sponsor-awarded budget in the Kuali Financial System (KFS). KFS and RCUH financial system interface will also create a project account in RCUH for the same award.

To change existing accounts, request additional accounts for an existing award, and to make budget adjustments for existing accounts, work with your fiscal administrator (FA) to initiate the request to ORS. For advance accounts, a request to ORS must be made with approval from the department chair, FA, and chancellor/dean/director. Fill out the form at http://goo.gl/zOqkg and submit it to your assigned ORS accountant who will set up the initial advance account. The advance amount requested is determined by the department/unit.

Hiring

To hire employees or project accounts, please see your unit’s personnel officer for applicable hiring policies and procedures.

Procurement

To procure equipment for your project, please see your unit’s FA for procurement policies and procedures.

Roles & Responsibilities

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<tr>
<th>Administrative</th>
<th>Fiscal</th>
<th>Technical</th>
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<tbody>
<tr>
<td>Funding opportunity search</td>
<td>Manage project budget, and oversee any subawards</td>
<td>Ensure scientific integrity &amp; manage projects</td>
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<td>Develop &amp; complete proposals</td>
<td>Authorize expenses</td>
<td>Overseesubrecipient progress</td>
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<tr>
<td>Hire project personnel</td>
<td>Certify personnel effort &amp; approve cost-share transactions</td>
<td>Prepare and submit technical invention, progress &amp; other reports to sponsors timely</td>
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Department - Administrative Support Staff

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<tr>
<th>*Assist with proposal development and process</th>
<th>*Prepare procurement documents for PO issuance</th>
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<td>*Prepare capital equipment reports to sponsors (if any)</td>
<td>*Verify effort commitments</td>
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<tr>
<td>*Assist with human resources</td>
<td>*Set up cost-sharing accounts</td>
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<td>*Submit invoice to vendors for payment</td>
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Office of Research Services (ORS)

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<tr>
<th>*Assist with funding opportunity searches</th>
<th>*Approve KFS accounts for awards</th>
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<td>*Verify &amp; approve sponsor reporting</td>
<td>*Prepare Invoices</td>
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<tr>
<td>*Review, approve and submit proposals</td>
<td>*Financial and administrative compliance</td>
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<tr>
<td>*Negotiate awards &amp; sub-awards</td>
<td>*Prepare financial, effort and cost-share reports</td>
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Research Compliance Offices

Environmental Health & Safety Office (EHSO), Human Studies Program, Institutional Animal Care & Use Committee (IACUC), Office of the Assistant Vice Chancellor for Research and Graduate Education

Review and approve protocols to ensure projects are executed in compliance with all regulatory requirements and applicable policies.

ORS UNIVERSITY OF HAWAI’I SYSTEM
OFFICE OF RESEARCH SERVICES

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