



March 25, 2015

Dear Colleagues:

On June 26, 2014, Yaa-Yin Fong, Director, UH Office of Research Services (ORS) and I, wrote to you about the ORS Hilo Service Center (HSC - see the attached). This update letter today provides you with additional information explaining the roles and responsibilities of Office of Research Services Hilo Service Center and UH Hilo Office of Research personnel. Our joint goal remains a seamless transition, and to provide your research program with timely, professional service.

### **History and Overview**

Grants administration at UH historically had three components, referred to traditionally as “pre-award”, “PI support”, and “post-award”. In recent years, UH Hilo PIs worked with what was previously called “pre-award” (formerly part of RAPD-UH Hilo Research Administration and Project Development) to submit proposals. This service is now provided by ORS Contracts & Grants Specialists. Personnel and operating costs of the ORS Hilo Service Center are covered by the UH System.

The ORS Hilo Service Center (HSC), located in PB19, is available to provide the UH Hilo research community with both pre-award information (e.g., information about how to find grant information, how to apply for grants), and post-award administration (e.g., negotiating award terms and conditions, no-cost extensions, sub-awards, re-budgeting, amendments, billing, letter of credit draw and financial reporting).

Normal fiscal procurement and hiring will be handled by the UH Hilo Office of Research Fiscal Administration team (formerly part of RAPD). This group is part of the UH Hilo Office of Research and provides support for PIs with day to day administration of extramural grants.



## The Extramural Award Process at UH Hilo

### I. Pre-application Proposal Development and UHH Pre-Approval

PIs are encouraged to contact their ORS Contracts & Grants Specialist for general information at the beginning of the proposal process. The Contracts & Grants Specialist can provide up to date information about policies, procedures, and the best way to approach the proposal process. ORS Contracts and Grants Specialists at the Hilo Service Center are available to meet one-on-one with PIs to discuss grant proposals and funding opportunities. Faculty members are encouraged to contact their assigned specialists with information about their interest areas so that office staff can alert them to grant opportunities. Specific sponsor or award-related questions should be directed to ORS personnel.

PIs are served by a proposal development officer. Ms. Terrilani Chong (UCB 302, 932-7094, [terrilan@hawaii.edu](mailto:terrilan@hawaii.edu)), will assist faculty who wish to submit proposals for extramural funding. All faculty are welcome to schedule services such as proposal review for compliance with the solicitation, editing of text, preparation of budget and justification, and other technical aspects of proposal development. Faculty new to the grants world or those who have not proposed in a while are especially encouraged to schedule time well ahead of the deadline for submitting for assistance with putting their proposals together.

### II. Applying for an Extramural Grant

ORS Contracts and Grants Specialists are available to assist you with locating funding opportunities and preparing proposals for submission to extramural sponsors and to assist with *myGRANT* records. Once your *myGRANT* proposal development record is completed, it should be submitted for workflow routing. After workflow routing is complete, ORS will submit the proposal to the sponsor. Proposing PIs are strongly encouraged to begin this process well in advance of the deadline.

UH Hilo Intent to Apply is required for all proposals. The form can be found on the ORS UH Hilo Faculty page: <http://www.ors.hawaii.edu/index.php/uh-hilo-faculty>

The ORS Contracts & Grants Specialist unit assignment can be found at (<http://www.ors.hawaii.edu/index.php/ors-assignments>). This information is also provided in the table below. All individuals are located in PB19.

Chancellor's Office Vice Chancellor's Office (Student Services, Administrative Affairs, Academic Affairs) Na Pua No'eau Upward Bound College of Business & Economics College of Continuing Education & Community Service College of Pharmacy Dean's Office Pharmacy (Practice) Pharmacy (Science)	Nozomi Kanoho 932-7755, PB19-106 nkanoho@hawaii.edu
College of Agriculture, Forestry & NREM College of Arts & Sciences Ka Haka Ula O Keli'ikolani	Toni-Ann Samio 932-7685, PB19-107 toniann@hawaii.edu

Please see <http://www.ors.hawaii.edu/index.php/apply/uh-hilo-faculty>. Additional information is provided below on each branch of research administratio and the grant application process.

### III. Successful Award of an Extramural Grant

Once the proposal is awarded, ORS Contracts & Grants Specialists will work with PIs to negotiate award terms and conditions (if applicable) with the sponsor. Once the award is accepted, ORS Accountants will establish the initial project account in the University financial systems (a/k/a KFS).

If your proposal is funded, the ORS Contracts and Grants Specialists will negotiate any terms and conditions with the sponsor, and then accept the award on behalf of the University of Hawaii. Following acceptance, ORS Accounting will set up your project account. Annual reports should be submitted and no-cost extensions should be requested according to sponsor requirements. If you have specific questions in these areas with respect to your award, please contact your assigned ORS specialist.

#### **IV. Grant Administration, Reporting and Changes in Grant Status**

For all post award actions involving the sponsor (e.g. no-cost extensions, sub-awards, re-budgeting, amendments) PIs will work with ORS Contracts & Grants Specialists to submit the request to the sponsor. In addition, ORS accountants will prepare invoices, letter of credit draw, and official financial reports to submit to the sponsors.

**In short, for all administrative actions that are required by the sponsor during the life cycle of the grant, please contact the ORS Contracts & Grants Specialist assigned to your unit. For day-to-day project management, operations and transactions, please contact PI Support or Fiscal Administration team members in the UH Hilo Office of Research.**

#### **V. Procurement, Hiring, and General Grant Management**

**Procurement and Hiring:** Once the project account is established, PIs will work with the “PI support” team in the UH Hilo Office of Research to initiate procurement and personnel actions. Ms. Mary Jo Riehm ([maryjo@hawaii.edu](mailto:maryjo@hawaii.edu), 936-2681) provides PI Support primarily for single investigators initiating procurement and personnel actions on transactions that involve extramural funds. Larger grants may be assigned a specific support person on a case by case basis.

Personnel and operating costs of the PI Support team are covered by Research and Training Revolving Funds (RTRF) generated by sponsored research at UH Hilo.

**Fiscal Approval:** The UH Hilo Office of Research Fiscal Administration team (formerly part of RAPD) must “approve” the expenditure of funds based on appropriateness and availability of funds. Personnel and operating costs of the Fiscal Approval team are generally covered by the UH System. However, Research and Training Revolving Funds (RTRF) currently cover personnel and operating costs of the Fiscal Administrator for Revolving fund accounts. The information for that individual is located in the table below.

<i>FA for revolving fund transactions of the SDAV Lab, the Analytical Lab and the Genetics Facility. Also FA for the UH Hilo Conference Center revolving account.</i>	<i>Ms. Paula Chun, <a href="mailto:chunp@hawaii.edu">chunp@hawaii.edu</a> (808) 987-9162 (Oahu # Area code required)</i>
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Segregation of duties requires that the individual that initiates the procurement cannot be the same person who “approves” the transaction. Approval depends on many factors (availability, allowability, and allocability of funds, sole or multiple source vendors, alignment with the grant agreement, etc.). The individual supporting your transaction is given in the table below.

<p>Paula Gealon          Email: <a href="mailto:gealon@hawaii.edu">gealon@hawaii.edu</a>          Phone: 932-7688          PB19-117</p>	<p>Leads the post-award financial/ procurement team (f/k/a RAPD) and serves as Fiscal Administrator for these accounts (FA code 116). Tasked with all non-procurement, post award financial transactions including personnel transactions, project start up, and project closeout. Reviews all subaward transactions (encumbrances and payments).</p>
<p>Christy Pacheco          Email: <a href="mailto:clp7@hawaii.edu">clp7@hawaii.edu</a>          Phone: 932-7615          PB 19-115</p>	<p>Assist Paula Gealon with all non-procurement, post award financial transactions including FA review and approval of all personnel transactions (both for RCUH and for UH/UHH). Provides FA review/approval of all stipend transactions.</p>
<p>Ryan Shiroma          Email: <a href="mailto:rashirom@hawaii.edu">rashirom@hawaii.edu</a>          Phone: 932-7766          PB 19-116</p>	<p>FA Designee for all RTRF service ordered accounts as well as for the EPSCoR, SBDC, and Pharm2Pharm projects. FA Designee for all extramural accounts for which Mary Jo Riehm provides administrative support.</p>
<p>Lyndsay Ifo          Email: <a href="mailto:ifo@hawaii.edu">ifo@hawaii.edu</a>          Phone: 932-7686          PB 19-112</p>	<p>FA Designee for all grants/accounts except for those noted above.</p>



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## VI. RTRF Accounts

PIs generally receive a percentage of overhead returned based on the grant funds expended during the previous year (see <http://hilo.hawaii.edu/research/>). Ms. Dawn Namahoe (PB19, [namahoe@hawaii.edu](mailto:namahoe@hawaii.edu), 932-7631) provides PI Support for initiating procurement and personnel actions involving RTRF funds. RTRF funds are separate from the original grant funds and should be used for research-related purposes.

## VII. General Assistance

There will be times when PIs will be unsure if their question is best answered by ORS, PI Support or Fiscal Administration. You may contact ORS Hilo Service Center Administrative Manager Nozomi Kanoho at 932-7755 or email at [nkanoho@hawaii.edu](mailto:nkanoho@hawaii.edu). I will also be publishing an Annual report for Academic Affairs and the UH Hilo Office of Research in the late summer, early fall.

Please do not hesitate to contact me if you have additional questions. Best wishes for a successful academic year.

Sincerely,

A handwritten signature in cursive script that reads "Matthew Platz".

Matthew S. Platz  
Vice Chancellor for Academic Affairs