



June 26, 2014

MEMORANDUM

TO: All Faculty, UH Hilo

FROM: Matt Platz, Vice Chancellor for Academic Affairs, UH Hilo
Yaa-Yin Fong, Director, Office of Research Services, UH System

SUBJECT: Extramural Funding Review Process Effective July 1, 2014

Matthew Platz
6/29/14
Y Y Fong

The Office of Research Services (ORS) has established the Hilo Service Center to provide on-site assistance to the University of Hawaii at Hilo (UH Hilo) faculty and staff on extramural award functions. Effective July 1, 2014, the ORS Contracts & Grants Specialists, located in Portable Building 19 at Hilo Campus, will be available to assist the UH Hilo research community for pre-award information (e.g., information about how to find grant information, how to apply for grants), and post-award administration (e.g., negotiation of award terms and conditions, no-cost extensions, subawards, rebudgeting, amendments). Please contact the ORS Contracts & Grants Specialists assigned to your units. Specific assignments may be found here: <http://www.ors.hawaii.edu/index.php/ors-assignments>.

Furthermore, to streamline the process, we have reviewed Hilo's "Intent to Apply" form and combined UH Hilo's current Forms 4, 5, and 6 into one single "Intent to Apply" form. The new "Intent to Apply" form will capture all UH Hilo commitments, if any, for the proposed project. To automate the email notification process, principal investigators (PIs) should submit the "Intent to Apply" request for approval via the newly created Google form. The Google form will be available on both ORS' and UH Hilo Research's websites, and can be accessed with your University of Hawaii (UH) ID and password. See the link to the Google form: <https://tinyurl.com/kt6hhed>.

To make the transition as smooth as possible, we will continue to accept the old Forms 4, 5, and 6 until September 30, 2014. Effective as of October 1, 2014, all "Intent to Apply" requests must use the new Google form.

As a heads up, ORS will be providing PI workshops in the fall on September 24 & 25, 2014 to answer any questions you may have. Details of the workshops will be forthcoming later. Please stay tuned.

2440 Campus Road, Box 368
Honolulu, Hawaii 96822
Telephone: (808) 956-7800
Fax: (808) 956-9081

An Equal Opportunity/Affirmative Action Institution

For more information on the extramural funding process for UH Hilo, please see ORS' website for UH Hilo faculty <http://www.ors.hawaii.edu/index.php/apply/uh-hilo-faculty> and/or UH Hilo Research's updated web site <http://hilo.hawaii.edu/research/> .

Should you have any questions or need any clarification please contact ORS Helpline at helpline@ORS.hawaii.edu or (808) 956-5198. Thank you for your cooperation. ORS looks forward to partnering and working closely with the UH Hilo research community.

cc: Don Straney - Chancellor
Vassilis Syrmos - VP Research & Innovation