UH Hilo Research Council

- **Purpose:** The Research Council of the University of Hawai'i at Hilo is the main faculty body that advises administration on how to best strengthen, grow, administer, and sustain the research enterprise at UH Hilo. The Research Council participates in decision-making about the prioritization, distribution, and allocation of returned indirect grant funds, known as Research Training and Revolving Funds (RTRF).

- Due to declining UHH grant funding and changing resources for support, the Research Council wanted to hold workshops that help faculty connect with available resources and expertise, as well as grow and strengthen our community of colleagues interested in research and scholarship on campus.
Recent survey of UHH faculty

36 responses

- 74% thinking about, getting ready to, involved with writing a proposal
- Biggest needs:
  - Not understanding the UH process
  - Not knowing the resources available

This workshop will provide a basic overview of the process and resources available for faculty interested in submitting a proposal.
Steps from idea to final report

- Idea formation - discussions, connections, needs assessments, partnerships
- Finding funding opportunities
- Writing and preparing a proposal
- Working with UH offices to submit a proposal
- Receiving an award
- Managing the award
- Reporting
- Close-out

**Bold** is what will be covered today
Developing a proposal

Resources on campus to assist in proposal development

- **College-level Support (Deans, Mentors)** - contact your dean and grant-writing colleagues
  - Contact your dean and grant-writing colleagues
- **Research Council members** - Feel free to contact any of us:
  - Jim Beets, Research Council Chair, College of Natural and Health Sciences
  - Bruce Mathews, Research Office and CAFNRM
  - Dawn Namahoe, Research Council Fiscal Specialist
  - Michael Shintaku, CAFRN
  - Charmaine Higa-McMillan, Social Sciences, College of Arts and Sciences
  - Emmeline DePillis, College of Business and Economics
  - Mike Marshall, Humanities, College of Arts and Sciences
  - Noelani Iokepa-Guerrero, Ka Haka ʻUla O Keʻelikōlani
  - Becky Ostertag, Natural Sciences, TCBES and Graduate Council
  - Karen Pellegrin, Pharmacy
  - Sharon Ziegler-Chong, Hawaiʻi Cooperative Studies Unit
  - Jim Mellon, Student Affairs
  - Brian Bays, Library
Developing a Proposal

UH Research Support Center - UH System office under VP of Research & Innovation

- Extramural Project Lifecycle: [https://researchsupport.hawaii.edu/research-lifecycle/](https://researchsupport.hawaii.edu/research-lifecycle/)
  - Provides information from finding funding to closing a project
  - Compiles information from across system
  - Includes:
    - Roles and Responsibilities: Principal Investigator (PI, i.e., the faculty lead on the project), Fiscal Authority (FA), Campus (UHH), UH Office of Research Services (ORS)
    - Processes at each step
    - Many resources such as
      - Checklist: [https://www.ors.hawaii.edu/apply/proposal-checklist/](https://www.ors.hawaii.edu/apply/proposal-checklist/)
    - Contacts:
      - ORS Pre-award Specialist for UHH: Nozomi Kanoho, nkanoho@hawaii.edu
More Resources

**UH System Resource:** The Implementation Group (TIG) can assist with review of selected competitive proposals from UH.

- Contact Bruce Mathews [bmathews@hawaii.edu](mailto:bmathews@hawaii.edu) for more information.

**Sponsor-specific guidelines can also be very valuable:**

**Examples:**

- NIAID/NIH [https://www.niaid.nih.gov/grants-contracts/sample-applications](https://www.niaid.nih.gov/grants-contracts/sample-applications) (excellent grant writing resources, along with sample applications)
- NEH: [https://www.neh.gov/information-first-time-applicants](https://www.neh.gov/information-first-time-applicants)
Submitting a proposal

● ORS Research Support Center “Project Lifecycle” provides guidelines that may be helpful:
  ○ [https://researchsupport.hawaii.edu/proposal-submission/](https://researchsupport.hawaii.edu/proposal-submission/)

● A few points:
  ○ myGRANT
    ■ Not really an evil monster…. [https://mygrant.ors.hawaii.edu/](https://mygrant.ors.hawaii.edu/)
    ■ Contains useful user guides: [https://www.ors.hawaii.edu/mygrant_help/home.php](https://www.ors.hawaii.edu/mygrant_help/home.php)
    ■ Not all fields are required...follow the guides, ask for assistance.
  ○ Make sure:
    ■ Conflict of Interest form is up-to-date
    ■ Remember timelines needed for review and submission - don’t wait until the last minute!
  ○ Remember:
    ■ Submissions ONLY can occur AFTER a proposal has been accepted through myGRANT process
    ■ Submission is by ORS or PI (depending on instructions) AFTER myGRANT process

⇒ Let us know if a myGRANT submission workshop would be helpful.
Submitting a proposal

**ORS Research Support Center**

- In addition to online guides:
  - ORS Help Line: (808) 956-5198, or a support ticket with the [ORS Helpline](mailto:ORS.Helpline@hawaii.edu)
  - ORS Pre-award specialist for UH Hilo: Nozomi Kanoho, [nkanoho@hawaii.edu](mailto:nkanoho@hawaii.edu)
Receiving an Award

- Project lifecycle outlines process: [https://researchsupport.hawaii.edu/award-acceptance/](https://researchsupport.hawaii.edu/award-acceptance/)
- ORS accepts award, not PI. Work cannot start until award is accepted and account is created.
- Agreements are signed by ORS on behalf of UH. PI cannot sign the award.
- PI is notified of award and UH account is created (KFS).
- The RCUH financial system is used to process transactions against the extramural account.
- PI starts project (no costs incurred prior to award date). Works with fiscal and project management staff to spend on account.
- ORS invoices and receives funding from sponsor.
- PI responsible for scope of work reporting; ORS provides financial reports.
Project Management

- [https://researchsupport.hawaii.edu/project-management/](https://researchsupport.hawaii.edu/project-management/) describes the process in general and the role of the PI.

**At UH Hilo:**

- **Spending on your project:**
  - Fiscal Assistance: Contact the Research Office (Dawn Namahoe) to determine who you should work with for your project.
  - Do this before you start your project to ensure following spending requirements
  - PI with assistance of fiscal office submits all requests for expenditures to RAPD.
- **RAPD (Research Administration/Project Development)** is the fiscal administrator for all extramural accounts. They:
  - Provide oversight on project accounts
  - Review and approve all transactions utilizing extramural funds
- **Monitoring your grant**
  - Online resources via RCUH - PI access at RCUH.com (Online Training Portals available)
  - Work with fiscal assistance provided
  - Offline grant tracking by PI to track and project costs

⇒ Let us know if you are interested in an RCUH website and/or a grant management workshop
## Resources

### Research Administration/Project Development (RAPD)

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<th>Paula Gealon</th>
<th>Christy Ancheta</th>
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### Research Office Staff

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Intramural Funding Opportunities (from available RTRF)

Seed Grants

Research Relations Awards

Extramural Grant Development

Travel Awards

- Funds managed by Dawn Namahoe, Research Office
Other Resources

Research & Community Partnerships

Focused on facilitating community and island-focused research partnerships

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<thead>
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Questions?

- See attached Q&A
- Contact the Research Council Chair with questions: Jim Beets beets@hawaii.edu