myGRANT: an ORS Perspective
Background

- Kuali Coeus for Research Administration
  - Initiative spearheaded by a consortium of institutions, developed by MIT
- Deployed System-Wide in November 2011; Mandatory for all UH on February 16, 2012
- Managed by the University of Hawai‘i Office of Research Services (ORS)
- University’s migration to online systems
- Grants.gov System-to-System capability
- Required for every extramural research funding proposal submitted under UH
Getting There

www.ors.hawaii.edu
Getting There

myGRANT Info Link to Access System

Sign in Using University System credentials

[Image of myGRANT Information page]

[Image of Web Login Service page]

You have requested access to a site that requires University of Hawaii authentication.

- UH Username: 
- UH Password: 

Quick Links
- What is the Web Login Service?
- Forgot my password

Login

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Proposal Development Considerations

KEY THINGS TO THINK ABOUT
Guidelines

- Office of Management and Budget, Executive Office of the President
- University System-wide Administrative Procedures (UH APMs)
- Federal regulations controlling financial management systems
  - Change is Continuous – Compliance is Necessary
First Steps

- Determine eligibility to apply as a PI under UH
  - UH Board of Regents Chapter 12, Section 12-2
- Download application package and instructions from the Funding Announcement
  - Recycling application packages NOT encouraged
- Thoroughly read through the funding announcement for any restrictions and conditions
  - Are we eligible to apply?
  - Is there mandatory cost sharing?
  - Feasible deadline?
- Plan with listed approvers for myGRANT approvals
Proposal Package

- Review Funding Announcement for:
  - Scientific Narrative Format and Content Requirements
  - Budget Limits, Formatting, and Narrative Requirements
  - Submission Requirements and Procedure(s)
  - Late Submission Policy, if applicable
  - Award Information, if applicable
  - Important Agency Contact Information, if available
Proposal Package

• Initiate *myGRANT* Proposal Development Document to complete accordingly
  ○ *myGRANT* can be routed with a near final draft of the proposal to be replaced later by ORS
  ○ Budget should be final and pre-approved by your Fiscal Authority
Indirect Cost Rates

- Federally Negotiated Rates for recovering of indirect costs
- **UH APM A8.927** – Facilities & Administrative Cost Charges in Contracts and Grants
- Waivers or Reductions **require** OVCR approval, unless explicit information is available online, i.e. online FOA
  - Unrecovered Indirect Costs – noted in *myGRANT* proposal record
Budgets

- **Cost Sharing**
  - UH APM A8.947 - Accounting for Cost Sharing
  - Generally NOT encouraged by the University
  - Cost Sharing can assume **financial liabilities**
  - Documentation of Cost Sharing Commitments is **ESSENTIAL**!
  - Specific locations in *myGRANT* to input cost share amounts and attach supporting documentation

- **Budget Narratives**
  - Should be **consistent, clear, and complete**
Planning is KEY

• **Advance Notice**
  - **Notify** ORS, HIMB Director’s Office, and Fiscal Office of proposal submission plans & **provide** Funding Opportunity Announcement

• **ORS Timeframe for Review, Approval, and Submission**
  - Typically 3-5 business days **BEFORE** proposal deadline
    - Buffer Timeframe to allow for unforeseen issues
    - ORS can Co-Review for you, upon request

• **Budgets**
  - Is the appropriate Indirect Cost Rate applied?
  - Is there Cost Sharing? Do you have all your support documents?

• **Understand Everyone’s Roles and Responsibilities**
## Roles and Responsibilities

<table>
<thead>
<tr>
<th>Research Administration Process</th>
<th>ORS</th>
<th>PI</th>
<th>DEPT</th>
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<tbody>
<tr>
<td>Identification of Funding Opportunities</td>
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<tr>
<td>Search for opportunities</td>
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<tr>
<td>Distribute opportunity information</td>
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<td>Store and provide application forms as necessary</td>
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<td>Proposal Preparation</td>
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<td>Develop and revise technical narrative</td>
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<td>Assist PI in developing and revising non-technical narrative as appropriate/ relevant</td>
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<td>Develop and revise budget</td>
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<tr>
<td>Provide guidance to PI on proposal preparation (See Note 1)</td>
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<td>Proposal Review and Approval</td>
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<tr>
<td>Review and approve before sending to ORS</td>
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<td>Provide institutional review of proposal</td>
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<td>Provide additional review of proposal as appropriate/ relevant</td>
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<td>Make revisions and corrections to proposal after institutional review</td>
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<td>Provide institutional approval of proposal</td>
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<tr>
<td>Record proposal information for tracking</td>
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<tr>
<td>Proposal Submission</td>
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<tr>
<td>Mail proposals to sponsors</td>
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<tr>
<td>Assist PI in electronic submission of proposals to sponsors</td>
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Getting to the Finish Line

Best Practices:

✓ Plan Ahead
✓ Start myGRANT process early
✓ Communicate
✓ Coordinate
✓ Budget Appropriately
✓ Properly document any cost sharing commitments
✓ Work as a Team

Celebrate!

Innovate

Coordinate

Cooperate

 Coordinate
Transition to Brief Demo
Helpful Resources

- ORS Website – Institutional Profile

- ORS Helpline
  - [http://www.ors.hawaii.edu/helpline/](http://www.ors.hawaii.edu/helpline/)

- ORS Contracts & Grants Specialist

- University System-wide Administrative Procedures

- UH Board of Regents Policies and Bylaws
I didn't have to do that last time I submitted a proposal!