

Maximum Impact, Minimum Stress

Navigating the UH Grant Process



Presentation Roadmap



Ecosystem

Understanding the UH hierarchies and the critical role of the Authorized Representative (AOR).



The Data

Leveraging Strategic Plans, Factbooks, and UH metrics to build winning grant narratives.



The Rules

Navigating administrative policies governing grants.

The Organizational Ecosystem

Campus, UH System, and Authorized Roles

The UH Grant Ecosystem

Local Campus vs. UH System Begin at your Campus Grant Office

Office of Research Services (ORS)

- System-wide legal entity that signs contracts and ensures federal compliance
- This office submits all grant proposals via myGRANT

The Research Corporation of the University of Hawai'i (RCUH)

- Provides post-award service for hiring and procurement of goods and services

GRANT ALPHABET SOUP

MOU/MOA **NOA** MTDC **COB** NCE

RTRF RFP/RFA **F&A** EIN/TIN **HSP**

OVPRI **PI/PD** Fringe **SOW** IDC

ORC IRB **RST** LOI **DGA** MTDC

AOR **COI** DUNS/UEI **FY** IRB

Campus Resources and Guidance

Updated: February 17, 2025
Contact kccgo@hawaii.edu for assistance

Pre-Award Checklist

Federal Sponsors*	State of Hawai'i Governmental Agencies**	Non-Governmental Sponsors Foundations, Corporations, NPOs***
__Federal solicitation / RFP	__Request for proposals	__Application instructions
All final proposal documents must be uploaded into Grants.gov or NSF Fastlane, then into myGRANT for internal routing to UH Office of Research Services.	Contractual agreements should be made between the University of Hawai'i on behalf of Kapi'olani Community College and the state agency; not directly to any individual, program, or campus. Contractual agreements must be signed by the UH Office of Research Services Director Leonard Gouveia; not the Chancellor or faculty liaison. All contract documents must be routed to ORS via myGRANT for review.	Checks should be made to the UH Foundation or University of Hawaii; not any individual, program, or campus. Funding that require 501(c)3 status must be submitted via the UH Foundation. Contact the campus development officer for a referral to the UH Foundation Corporate & Foundation Relations team. Awards that will require project deliverables and campus commitments, including UH personnel, should be submitted via the UH Office of Research Services.
__Application form __Grants.gov (SF424) __Fastlane cover sheet. **DUNS number, organizational address, etc. is available at the ORS website Institutional Profile page. ¹	__Cover Sheet (if applicable) Some state agencies require a cover sheet in addition to the MOA/contractual agreement.	__Application form (if applicable)

¹ University of Hawai'i Office of Research Services website Institutional Profile page, <https://research.hawaii.edu/rsc/institutional-profile/>

Campus Resources and Guidance (Cont.)



UNIVERSITY OF HAWAII
LEEWARD
COMMUNITY COLLEGE
Ka Pūnana Kūikōkō e ʻŌia

INTRANET

ADMINISTRATIVE ▾ ACADEMIC ▾ DATA AND INSTITUTIONAL INFO ▾ RESOURCES ▾ FORMS ▾ Q ▾

Grants

We help you craft and manage new grants to support innovation at Leeward CC.

Our office helps you with the entire grant lifecycle:

Pre-Award Support

- Finding grants to fund your idea.
- Crafting and submitting your proposal.

Post-Award Support

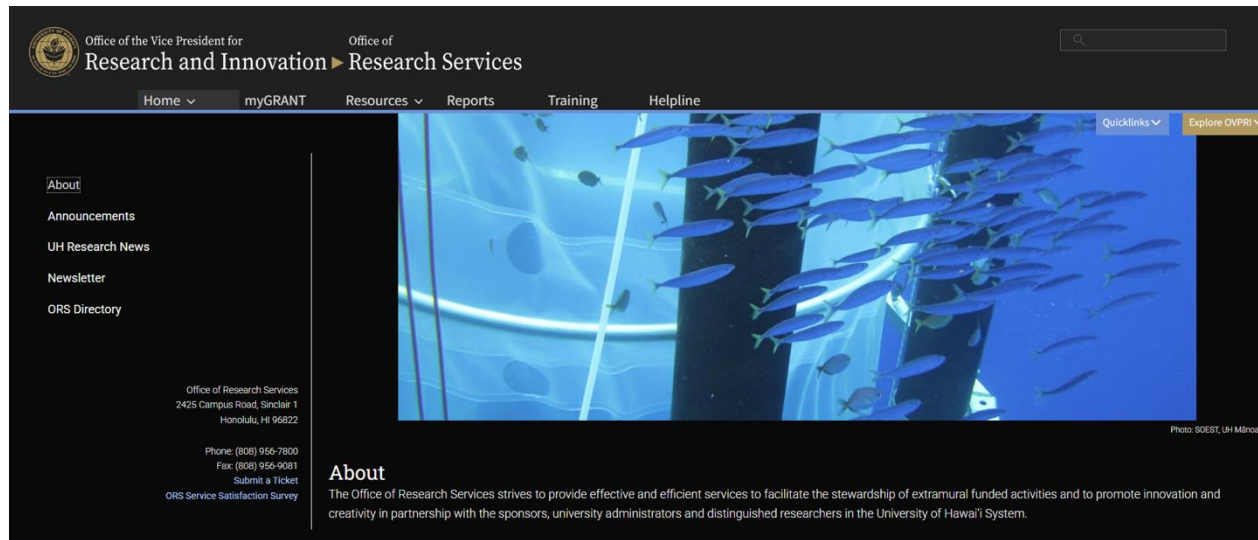
- Managing your grant award.
- Facilitating communication with your funder.
- Assisting with procurements and contracts.

Resources for Developing a Proposal

- [Grant Process Overview](#)
- [Data Toolkit](#)
- [ORS myGRANT](#)
- [Fringe Rates – Office of Research Services](#)

Contact Joy Morisawa-Au Hoy at (808) 455-0572 or jmorisaw@hawaii.edu for overall grant assistance. Contact Kevin Tangonan at (808) 455-0465 or ktangona@hawaii.edu for Grant fiscal procurement assistance.

Office for Research Services (ORS)



Proposal Review & Submission

Contract Negotiation

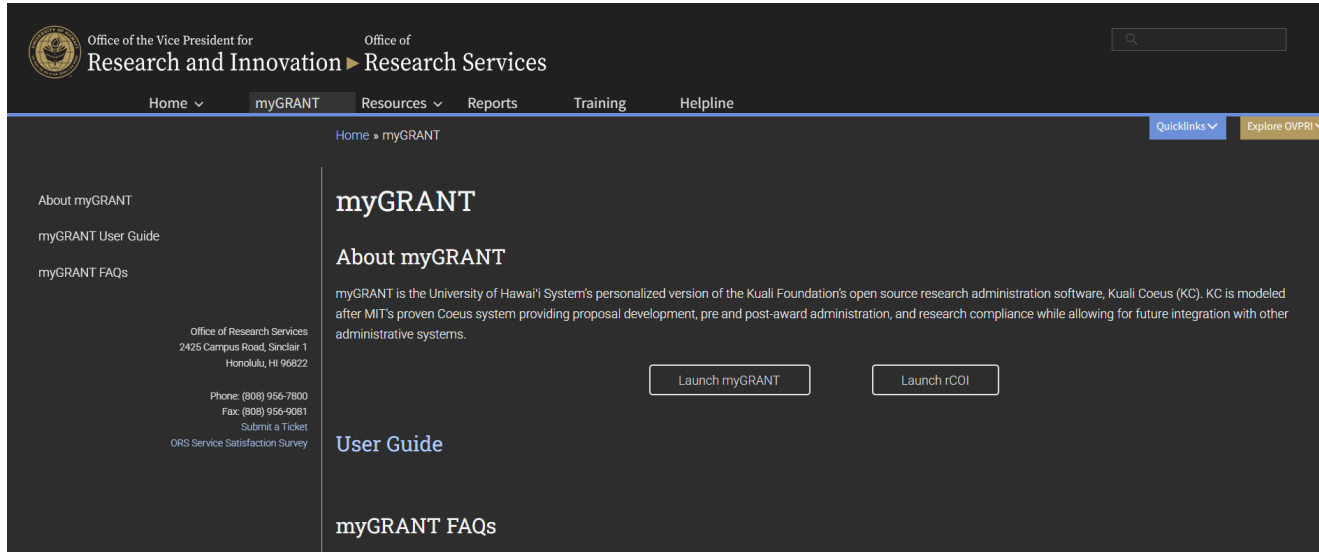
Project Accounting

Compliance

Reporting & Closeout

<https://research.hawaii.edu/ors/>

myGRANT



Proposal Development

Electronic Routing

Compliance Tracking

System Functions

-  **Proposal Development (PD):** Where you build your budget and upload PDFs.
-  **PI Certification:** Your official electronic "sign-off" on the project.
-  **Route Log:** Watch your proposal move from FA to Chair to Chancellor to ORS.

The myGRANT Portal

System Functions

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myGRANT Dashboard

Welcome, Valerie

All PIs, Co-Is, and senior/key personnel named in myGRANT projects must complete the UH Research Security Training (RST) prior to completing the annual rCOI disclosure form. Furthermore, this training is now required prior to proposal submission for NSF, NIH, and the Department of Energy (DOE).

More information can be found on the [Research Security Training](#) website.

Get started

 Create Proposal	 My Proposal Dashboard	 My COI
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Get help

 Helpline	 Add a sponsor	 Add a performance site
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Get information

 User Guides	 Delegations/Routing	 Award Status
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User Guide: https://research.hawaii.edu/mygrant_help/home.php

FAQs: <https://research.hawaii.edu/ors/mygrant/#mygrant-faqs>

Authority & Accountability



Institutional Award

Grants are contracts with UH. Only ORS can legally bind the University to the terms and conditions set by a sponsor.



The PI Role

The Principal Investigator is the "Project Manager."
They are responsible for technical performance and stewardship but hold **no signing authority**.

ORS as Authorized Signatory

The AOR Definition

The Authorized Organizational Representative (AOR) at UH is the **Office of Research Services (ORS)**. They represent the institution, not the individual investigator. Binding legal agreements are executed by ORS and awarded to the University. Individual PIs or campuses cannot accept grants directly.

Campus/College/Unit	Campus	Pre-Award Specialist	Contracts Specialist
University of Hawai'i Maui College	UH Maui College	Joyce Santiago	Scott Villard
University of Hawai'i at West O'ahu	UH West O'ahu	Joyce Santiago	Sacha Thompson
Hawai'i Community College	Hawai'i CC	Keith Kardash	Sacha Thompson
Honolulu Community College	Honolulu CC	Jennifer Perez	Jennifer Perez
Kapi'olani Community College	Kapi'olani CC	Alison Wu	Alison Wu
Kaua'i Community College	Kaua'i CC	Alison Wu	Alison Wu
Leeward Community College	Leeward CC	Alison Wu	Alison Wu
Windward Community College	Windward CC	Shwe Yee Oo	Shwe Yee Oo



<https://research.hawaii.edu/ors/ors-assignments/>

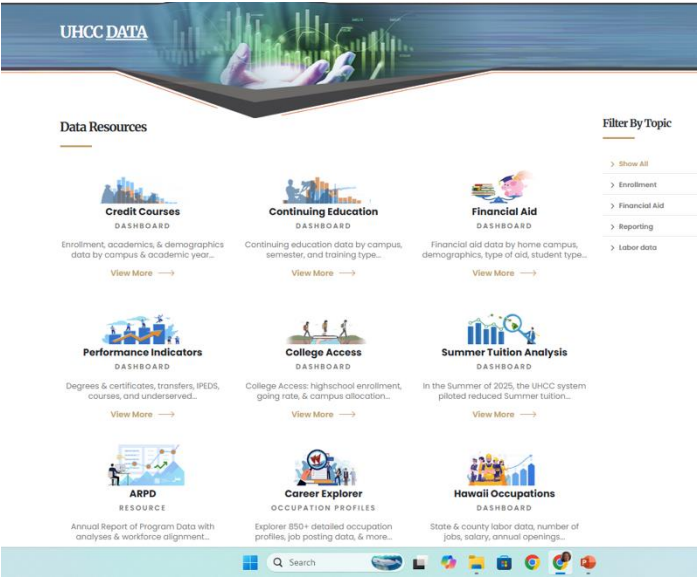
Data for Decisions

Building Impactful Narratives with System Data

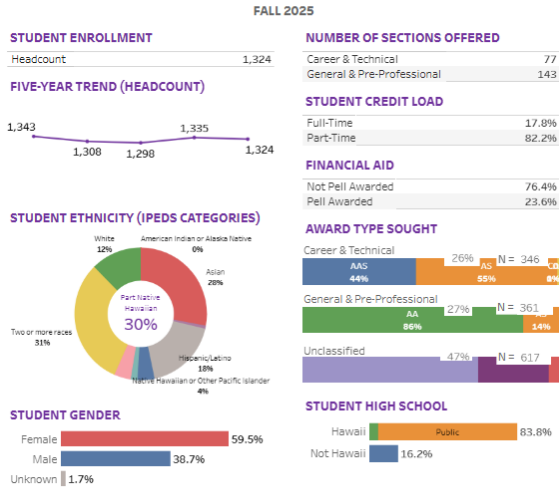
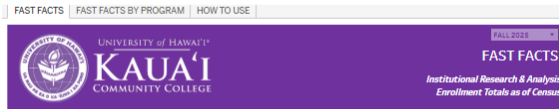
Essential UH Data Resources

Resource Site	Portal URL	Best Used For...
UHCC System Data	uhcc.hawaii.edu/data	Enrollment trends, Financial Aid, & IPEDS metrics.
ARPD Dashboard	uhcc.hawaii.edu/varpd/	Annual Report of Program Data & Workforce alignment.
Campus Fact Books	Various (e.g., Kauaii CC)	Granular, campus-specific student demographics.
UH IRAPO	Data.Hawaii.edu	System-wide longitudinal success and IR metrics.

DATA SITES



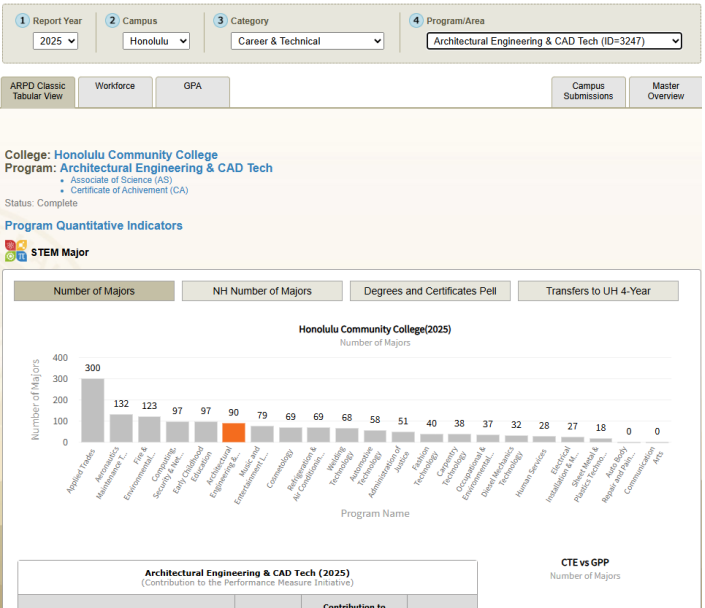
FACTBOOK: FAST FACTS



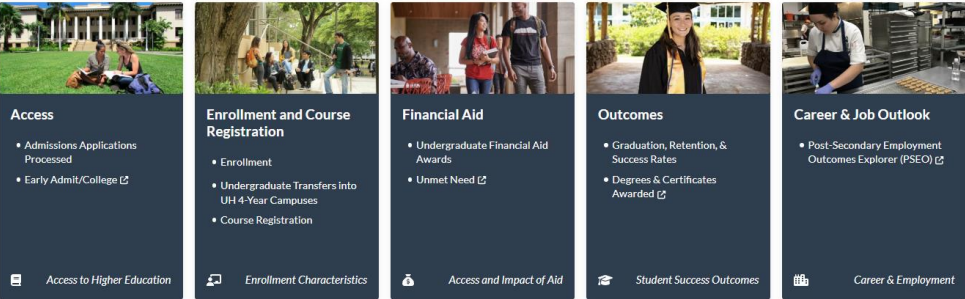
2025 Annual Report of Program Data (ARPD)

University of Hawaii Community Colleges

(Email uhccdata@hawaii.edu to report any data errors)



Student Insight Reports: College to Career



Academic Strategy & Planning Resources



Other Commonly Used Data Sources

Resource Site	Portal URL	Best Used For...
US Census	Data.census.gov	County profile (demographics, income, education, etc)
Hawaii Data Exchange	https://www.hawaiidxp.org/	Education-to-workforce data
DBET	https://dbedt.hawaii.gov/economic/databook/	State of Hawaii social, economic, and physical data
IPEDS	https://nces.ed.gov/ipeds	Institution data



National Center for
Education Statistics



Department of Business, Economic Development &
Tourism
Research & Economic Analysis

Process and Policies

Proposal Submissions, Administrative Procedures and Hiring
Compliance

Proposal Lifecycle

Roles & Responsibilities

Principal Investigators (PI), FA, Chancellor/Dean/Director/Chairperson, ORS: Administrative Procedure AP 12.401

Process

Review funding opportunity

***contact your assigned ORS Pre-Award Specialist if you need assistance with funding opportunity review**

Confirm Eligibility

Provide Advance Internal Notice of Intent to Submit

***should be emailed to your assigned ORS Pre-Award Specialist.**

Comply with Sponsor Pre-proposal Requirements

Register in Sponsor Electronic Submission Systems

Prepare a Scope of Work (SOW)

Prepare Budget

Prepare myGrant Proposal Development (PD) Record

Address COI Issues

Review for Accuracy and Compliance

Submit myGrant PD for Workflow Routing and Approval

***ORS Reviews and Submits Proposal**

<https://research.hawaii.edu/lifecycle/proposal-development/>
<https://research.hawaii.edu/lifecycle/proposal-submission/>

Commonly Used UH Policies

POLICY ID	Core Function	PI Critical Action
EP 12.102	Authority to Sign and Execute	Responsible for the technical accuracy and feasibility of the proposal
RP 12.202	Principal Investigator (PI)	PI must be eligible and ensure the activity is compatible with the unit's mission and that they have the necessary facilities/resources
EP 12.207	Research Corporation of the University of Hawai'i (RCUH)	PI (not RCUH and not the UH administration) is ultimately responsible for the project's success and the conduct of its employees
AP 8.926	Fiscal Management Requirements	Accountable for overall project management
AP 8.927	F&A Charges in Grants	Includes correct federally negotiated rates
AP 12.207	RCUH Personnel	The PI is the de facto employer for project staff hired through RCUH
AP 12.401	Proposal Submission and MyGrant	Certify accuracy of proposal and budget
AP 12.410	Cost sharing on Extramural Projects	Prove cost share or "in-kind" happened
AP 12.412	Project Closeout	Assume primary responsibility timely wrap-up of projects

AP 12.401

The PI Role is Highly Administrative:

Scientific Design – PI's own the SOW

Budget Accuracy – PI's work with FA to ensure every detail is accounted for

The “5-Day Rule” – PI's are responsible for submitting the final proposal in the myGrant system at least 5 business days before the sponsor deadline

Certifications – PI agrees they will comply with all federal and state regulations when they initiate routing in myGrant

The "5-Day Rule"

5

Business Days

ORS Submission Deadline

The final, approved myGRANT record must reach ORS at least 5 business days before the sponsor deadline.

Failure to meet this deadline requires a formal "**Late Waiver**" and shifts liability for submission errors to the campus.

Hiring Choice: APT vs. RCUH

- 🕒 **AP 12.207 Restriction:** RCUH is limited to temporary personnel (typically max 1 year).
- = **Comparability Mandate:** If a position mirrors a University PD, it must be hired as a UH APT employee.
- 🚫 **Serial Exceptions:** Successive series of one-year exceptions to avoid permanent hiring are strictly prohibited.

Program Manager (0097431T)

Location ⓘ	UH Manoa - College of Ed, Honolulu, HI	Job Type	Full-Time Temporary
Job Number	2026-00892	Department	University of Hawai'i at Manoa - College of Education
Division	School of Teacher Education	Opening Date	05/01/2026
Closing Date	5/18/2026 11:59 PM Hawaii	Position Number:	0097431T

Description

Title: Program Manager
Position Number: 0097431T
Hiring Unit: College of Education, School of Teacher Education
Location: UH at Manoa
Date Posted: May 1, 2026
Closing Date: May 18, 2026
Band: B
Salary: [salary schedules and placement information](#)
Full Time/Part Time: Full-time
Month: 11-month
Temporary/Permanent: Temporary

Other Conditions: Extramural funds. Appointment to begin June 2026 or soon thereafter. Renewal contingent upon satisfactory performance, department needs, and availability of funds.

Indirect Cost (IDC) Reality

Rate	Campus	FY2018- FY2019	FY2020	FY2021	FY2022	FY2023	7/1/23 – Until Amended (Provisional)	Base ⁴
Research, On-Campus ¹	All, except Kakaako	41.50%	43.00%	44.50%	45.00%	45.50%	45.50%	MTDC
Research, On Campus Kakaako ²	Kakaako	54.00%	55.00%	55.50%	56.00%	56.50%	56.50%	MTDC
Research, Off-Campus ⁷	All	24.00%	26.00%	26.00%	26.00%	26.00%	26.00%	MTDC
Instruction, On-Campus	All	40.00%	45.00%	45.00%	45.00%	45.00%	45.00%	MTDC
Instruction, Off-Campus ⁷	All	26.00%	26.00%	26.00%	26.00%	26.00%	26.00%	MTDC
Other Sponsored Activities, On-Campus ^{3, 8}	All	32.00%	36.50%	36.50%	36.50%	36.50%	36.50%	MTDC
Other Sponsored Activities, Off-Campus ^{3, 7}	All	26.00%	26.00%	26.00%	26.00%	26.00%	26.00%	MTDC
Intergovernmental Personnel Act (IPA), Off- campus ⁶	All	4.30%	1.80%	1.80%	1.80%	1.80%	1.80%	MTDC

MAHALO!

