

Subject: This Week at UH West O'ahu for week of Dec. 18
From: UHWO Communications Department <UHWOcomm@hawaii.edu>
To: uhwo-all-l@lists.hawaii.edu
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Attachments: Holiday Fire Safety_Dec 2017.pdf,Extramural Award Process_Final.pdf,Extramural Award Process Flowchart_Final.pdf

A BULLETIN FOR UH WEST O'AHU FACULTY AND STAFF
This Week at UH West O'ahu
Week of Dec. 18

Isami Enomoto murals to be installed by Center for Labor Education and Research



Elite Pacific Construction, Inc. will be performing the installation of the historic Hawaii Labor History Murals as created by noted ceramicist Isami Enomoto on the 2nd Floor of the James & Abigail Campbell Library. The mural pieces (five total) will be mounted on the wall above the Center for Labor Education and Research Archives Room (B226) and a portion of the wall above the Computer Lab (B233).

Start date for the project is December 18, 2017 with completion on or before December 31, 2017. For liability purposes, the contractor is required to cordon off the area where the work will be performed which means that Rooms B217 to B223, B226 and B233 will be inaccessible during construction.

Bookstore, No'eau Center, library, dining hall to close for most of winter break



The UH West O'ahu bookstore, No'eau Center, and the James & Abigail Campbell Library will be closed during the upcoming winter break. The dining hall will also be closed, and the frequency of mail runs will be adjusted.

- [UHWO Bookstore](#) will be closed from Tuesday Dec. 19, 2017 to Monday Jan 1, 2018 and will reopen for the spring semester on January 2, 2018;
- [The No'eau Center](#) will be closed between Dec. 18, 2017 and Jan. 1, 2018;
- The [Campbell Library](#) will be closed Dec. 16 to Jan. 1. From Jan. 2-5 the library's hours will be 8 a.m. to 5 p.m.; and,
- The UHWO dining hall will be closed from Dec. 18 to Jan. 2.

Mail runs to the University of Hawaii at Mānoa campus will be adjusted to three days a week (Mondays, Wednesdays and Fridays) between Dec. 11 and Jan. 2. Runs to the UH West Oahu business office will be done once a day.

Reminders on Fire Safety from UH West O'ahu EHSO

The UH West O'ahu Environmental Health and Safety Office does not recommend live cut Christmas trees within UHWO facilities and shares reminders on decorations. See attached PDF.

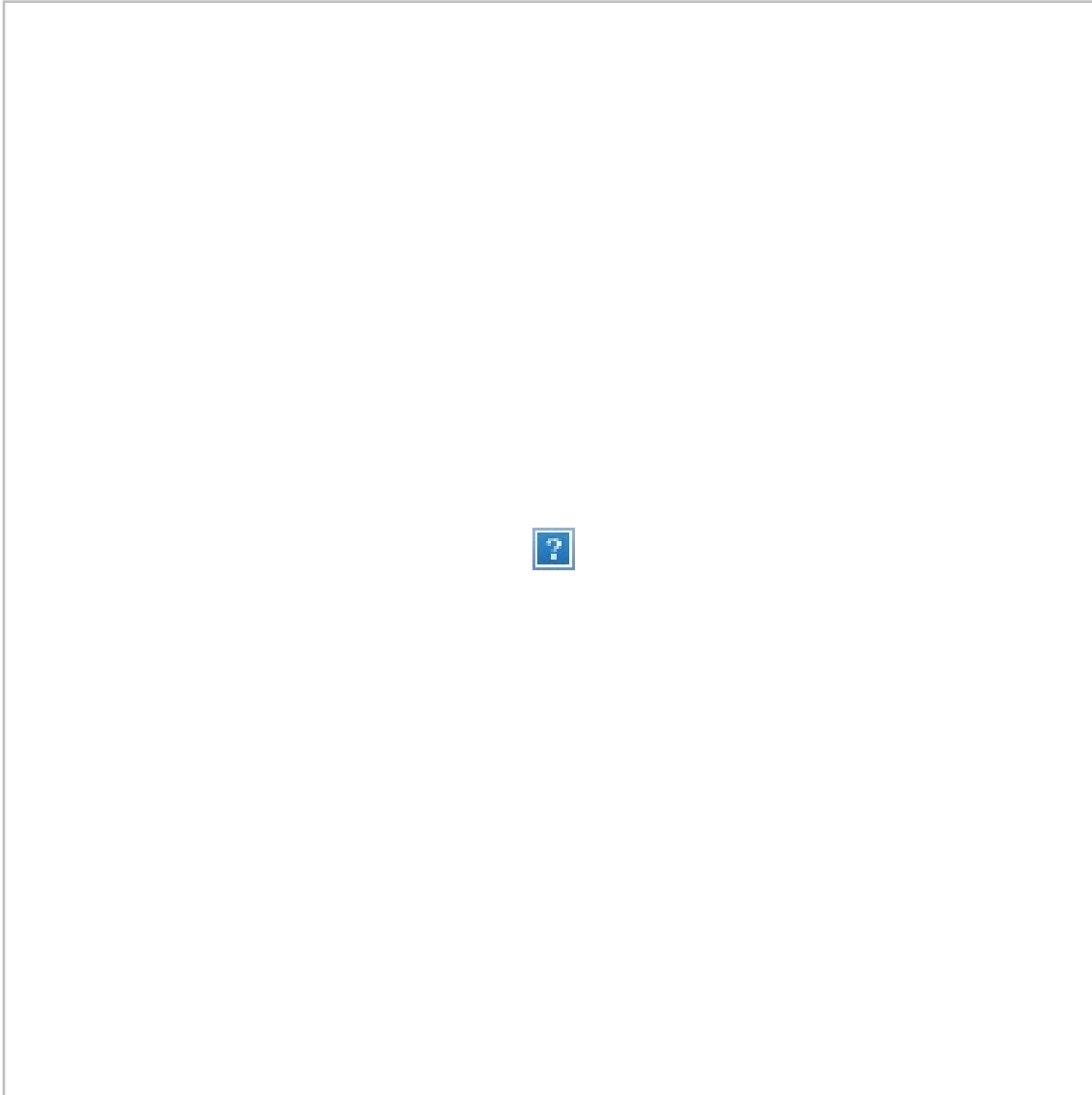
UH West O'ahu ranks in top 3 four-year schools in Hawai'i

[Schools.com ranked UH West O'ahu No. 3](#) in its listing of best 4-year colleges in Hawai'i. UHWO ranked behind UH Mānoa, but was ahead of Hawai'i Pacific University and Chaminade University of Honolulu in the ranking, which considered tuition, costs, financial aid, graduate debt, degree and certificate programs and distance education in its methodology.

UH West O'ahu Extramural Award/Grant Process

UH West O'ahu's process for extramural awards and grants is attached below, as is a flow chart of the process.

More than 1,100 photos from fall 2017 Commencement available



More than 1,100 photos taken by Brian Miyamoto and Terri Ota during the Dec. 9 commencement are now on display on [UH West O'ahu's Flickr account](#).

Inspection, Testing fire alarm, detection, sprinkler, fire suppression systems Dec. 18-21

There will be testing and inspection of fire alarm and other systems during the Winter Break, with audible and visual alarms and smoke detectors on the second floors and elevators being tested, while the automatic sprinkler and FM200 fire suppression systems being inspected. The audible and visual testing will occur between 6 and 8 a.m., Dec. 18-21. There also will be silent inspections and testing through Thursday, Dec. 21.

The audible alarms will sound (very loud) and the visual alarms will strobe intermittently during the 6 to 8 a.m. fire alarm testing. The contractors, Simplex Grinnell and Kone Elevators, service technicians will be wearing company uniforms and will be escorted by UH West O'ahu Environmental Health and Safety Office personnel. The audible and visual testing will be conducted one building at a time. Should there be any delays, an email update will be sent.

Silent inspection/testing will be conducted throughout the week. There should not be any disruption to campus operations during the silent inspections/testing. UHWO Environmental Health and Safety Office encourages you to review the fire evacuation procedures during the testing. If you have any questions or concerns, please contact Beverly Orillo at uhwoehso@hawaii.edu or 689-2529.

Asian Americans, Native Hawaiians and Pacific Islanders in the Hawaiian Islands

The University of Hawai'i West O'ahu, and the Academy for Creative Media at West O'ahu are co-sponsors for the upcoming [Asian American, Native Hawaiian & Pacific Islander Heritage in the Hawaiian Islands forum](#) scheduled for Jan. 26 and 27 at the Imin Conference Center at the East-West Center.

[Registration is open](#) for the forum, which is designed to foster conversations about underrepresented narratives from Asian American, Native Hawaiian, and Pacific Islander populations and to identify sites associated with these histories.

Laulima scheduled to go offline for upgrades on Dec. 26, 27

Laulima, the learning and collaboration server for the University of Hawai'i System, will be offline starting 10 p.m. HST on Tuesday, Dec. 26 until 2:00 p.m. the next day, Wednesday Dec. 27. When Laulima resumes operation, it will be upgraded to Sakai version 11.4.

UH West O'ahu in the news

- [Midweek West O'ahu Voice, Dec. 13](#): MKC Entertainment's presentation of a \$5,204 check for the benefit of UHWO's Academy of Creative Media was noted.
- [KITV, Dec. 11 10 p.m. News](#): The University of Hawaii-West Oahu's Teaching and Learning Academy celebrated their achievements at a Ho'ike Monday evening.
- [STEM and Culture Chronicle, Dec. 12](#): UHWO's Kamuela Yong writes about his journey to become the first native Hawaiian with a PhD in applied math. Also: [WTAV](#),
- [Herald-Standard, Dec. 13](#): Diana Louise Gaydos Salansky, a UHWO graduate, was recently installed as president of Ikebana International in Tokyo, Japan.
- [UHalumni.org](#): UHWO graduate Ed Protzel has released the second book of his civil war trilogy.
- [Sen. Mike Gabbard Newsletter, December](#): Sen. Gabbard visited UHWO with other legislators for a briefing in November; he describes several projects that are pending.

**UH West O'ahu students, faculty, and staff have complimentary access to the Honolulu Star-Advertiser's digital subscription via a new program exclusive to the campus.*

To activate, enter your hawaii.edu email at staradvertiser.com/academic-pass.

News from [E Kamakani Hou](#)





Nominate a UH West O’ahu faculty member, librarian for Excellence in Teaching: You can help recognize outstanding effort by a UH West O’ahu faculty member or librarian by nominating them for the UH Board of Regents’ 2017-2018 Excellence in Teaching awards. The award acknowledges faculty members who exhibit an extraordinary level of subject mastery and scholarship, are effective teachers and possess qualities that benefit students. [[Read More](#)]

Interested in becoming a student tutor? Contact the No’eau Center: The [No’eau Center](#) is looking for students interested in helping others. The center, which provides tutoring from peers as part of its mission to support and help students succeed at UH West O’ahu, is seeking applications for student tutors. This includes writing tutors in all subject areas. [[Read More](#)]

UH West O’ahu Calendar of Events

Monday Dec. 18

- [Winter Break closures: Library Closed, No’eau Center](#), Dining Hall
- Inspection, Testing fire alarm, detection, sprinkler, fire suppression systems

Tuesday, Dec. 19

- [Winter Break closures: Library Closed, No’eau Center](#), Dining Hall, [Bookstore](#)
- Inspection, Testing fire alarm, detection, sprinkler, fire suppression systems

Wednesday, Dec. 20

- [Winter Break closures](#): [Library Closed](#), [No'eau Center](#), Dining Hall, [Bookstore](#)
- Inspection, Testing fire alarm, detection, sprinkler, fire suppression systems

Thursday, Dec. 21

- [Winter Break closures](#): [Library Closed](#), [No'eau Center](#), Dining Hall, [Bookstore](#)
- Inspection, Testing fire alarm, detection, sprinkler, fire suppression systems

Friday, Dec. 22

- [Winter Break closures](#): [Library Closed](#), [No'eau Center](#), Dining Hall, [Bookstore](#)

Saturday, Dec. 23

- [Winter Break closures](#): [Library Closed](#), [No'eau Center](#), Dining Hall, [Bookstore](#)

Monday, Dec. 25

- Dec. 25: Christmas. Campus closed.

Tuesday, Dec. 26

- [Winter Break closures](#): [Library Closed](#), [No'eau Center](#), Dining Hall, [Bookstore](#)
- Laulima goes offline starting 10:00 p.m. for upgrades.

*For the latest UHWO event information, view and submit listings to the [UHWO calendar](#).
Want to include your story in the This Week at UHWO News Bulletin or E Kamakani Hou? Submit
a [Communications Request Form](#) to the UH West O'ahu Communications Department.*

UHWO.HAWAII.EDU

of



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HOLIDAY DECORATIONS AND FIRE SAFETY

UH West Oahu Environmental Health & Safety Office

December 2017

Happy Holidays! As we approach the holidays, please remember that decorations and Christmas trees can also be a fire hazard. Please take the following precautions to keep our campus safe during the holidays.



CHRISTMAS TREES

- ◆ Live cut Christmas trees are not recommended in the building. If one should be used, it should be sprayed/treated with a flame-retardant material.
- ◆ Keep live trees as moist as possible by giving them plenty of water daily.
- ◆ Artificial trees should be made of fire-retardant material and have an Underwriters Laboratory (UL) or Factory Mutual (FM) rating.

DECORATIONS

- ◆ Decorations must not block any exit doors, corridors, exit signs, stairways, circuit breaker panels, fire extinguishers, fire alarm devices and fire pull stations. Do not hang from fire sprinklers.
- ◆ Choose decorations made with flame-resistant, flame-retardant or non-combustible material.
- ◆ Use only UL-approved electrical decorations.
- ◆ Candles are not to be used in buildings.

LIGHTS



- ◆ Inspect new and used light strings. Any string of lights with worn, frayed or broken cords or loose bulb connections should not be used.
- ◆ Choose LED lights since they are energy efficient and remain cool.
- ◆ Extension cords are for temporary use only; use the thick 3-prong plug, UL-listed, heavy duty rating cords. Do not plug into another extension cord or multi-outlet strip (no piggybacking); plug cord directly into the wall outlet.
- ◆ Unplug decoration lights at the end of the work day.
- ◆ Avoid trip hazards by running cords along the wall or in low traffic areas. Do not run cords under carpet or across aisles and corridors.
- ◆ Do not overload outlets.

*If you have any questions, please feel free to contact the UH West Oahu Environmental Health & Safety Office
689-2529 or uhwoehso@hawaii.edu*

1. IDEA inception (faculty, staff) OR identification of extramural award/grant opportunity (Institute of Engaged Scholars (IES), faculty, staff)
 - a. If applicable, respective faculty/staff will contact IES to determine what extramural award/grant opportunities may be available. IES will review terms/conditions of extramural award/grant to determine that respective faculty/staff is eligible and appears to be a good candidate for the respective extramural award/grant.
 - b. If applicable, IES to determine and approach potential faculty/staff that would be good candidates (i.e., serve as Principal Investigator (PI)) for the respective extramural award/grant).
 - c. IES to review terms/conditions of the extramural award/grant to determine that respective faculty/staff is eligible and appears to be a good candidate for the respective extramural award/grant.

2. Step #1: **Consultation with IES** (Melissa, Donna, Grants Writer) and PI (including any other applicable members of PI's division)
 - a. PI to complete "Proposal Concept Form" (PCF) located on the IES website. NOTE: The purpose of the PCF is to provide parties that will be eventually required to review/approve the proposal a "heads-up" that a proposal is in progress. The PCF provides an overview of the project—including project information (title, period), sponsor information (name, deadline, website), description of project, estimated funding, identification of UH or off-campus partners, cost sharing requirements, and other requirements (IT, facility, etc.). The PCF is routed to the following:
 - i. IES (Melissa)
 - ii. BA (Sheri, Keith)
 - iii. HR (Nancy, Janice)
 - iv. Office of Research Services (ORS) (Melody)
 - v. Respective Division Chair and Vice Chancellor
 - vi. Chancellor
 - b. If there are specific requirements related to campus resources (IT, facilities, etc.), the BA will route PCF to the responsible Director with copy to Vice Chancellor for Administration.
 - c. Any comments/concerns related to the PCF should be communicated to IES within 5 business days of PCF submission to various parties noted above.
 - d. Develop proposal development timeline to ensure appropriate deadlines are met.

3. Step #2: **Proposal Development**

- a. PI to consult with IES. Based on scope/goals of the proposal, the PI will be directed to work with the appropriate Administrative Officer (AO) (i.e., Donna-Chancellor Office/IES AO, Adrian-OVCAA AO, or OVCSA AO) to develop proposal—including scope, goals, timeline, budget, etc.
- b. If applicable, PI will consult with the Institutional Review Board (IRB)..
- c. If applicable, PI will consult with UHWO Director of Evaluation and UHWO Director of Institutional Research (IR)
- d. PI will provide the budget to BA and HR a minimum of 10 working days prior to the proposal deadline for review (allowability, appropriateness of rates used—e.g., fringe rates, and personnel) and suggested modifications.
- e. PI will input proposal into myGrants in consultation with IES and BA a minimum of 7 working days prior to proposal deadline. NOTE: ORS requires the input of the completed proposal and budget in myGrants at minimum 5 working days prior to the proposal deadline to allow for review and approval.
 - i. Include credit (RTRF) allocations and effort certifications.
 - ii. Include appropriate Aggregators (individuals that will have the ability edit the proposal) in myGrants.
 - iii. Routing through myGrants for approvals from administration.
 - iv. ORS will review proposal and approve.
- f. Proposal will be submitted to the sponsoring agency typically by ORS. The PI may be required to submit the proposal in certain situations (e.g., Kamehameha School).
- g. The sponsoring agency will provide update on status of the proposal. If status is favorable, the PI should seek necessary approvals (Export Controls, Internal Review Board, etc.) as directed by ORS.
- h. In the event the sponsoring agency indicates a change in scope is necessary for the proposal (e.g., budget reduction, etc.), the PI would contact IES, the respective AO, and the BA to assist in revising proposal. Proposal revisions are rerouted through myGrants.

4. Step #3: **Award**

- a. ORS receives and accepts Grant Award Notification.
- b. BA to provide PI access to KFS (if applicable).
- c. ORS establishes an account in KFS. NOTE: If necessary approvals (as noted above—e.g., Export Controls, Internal Review Board, etc.) are not received, the PI will not be allowed to begin work on the respective award/grant.
- d. BA is informed of KFS account establishment and will notify PI.

- e. The award/grant will identify award funding type (i.e., cost-reimbursement, fixed price, upfront payment). ORS handles all invoicing and drawdowns (as necessary and applicable).
- f. IES calls a briefing meeting that walks all appropriate units through the awarded grant/contract. Attendees would include at minimum: PI, AO, IES representative, BA, HR, Evaluation/IR (others as appropriate). Discussion will include, at a minimum: description of purpose and outcomes, PI and AO responsibilities, budgeting/accounting elements, human resource needs, evaluation/data needs, and so on. The intent of the meeting is to ensure that all concerned are briefed on the grant activities and how best to support the work. A Gantt Timeline and a budget should be developed.

5. Post-Award

- a. Non- HR expenditures are primarily processed through RCUH, with the exception of PCard and internal bill transactions.
- b. PIs will work with respective administrative staff to process purchases:
 - i. PI and Project Director to meet periodically (beginning, midway, end of award year—at a minimum) with administrative staff and BA to inform them of initiatives/plans related to purchasing/procurement. Additionally, BA can discuss current budget/actual financial schedules. NOTE: This will provide administrative staff and BA a “heads-up” to gain an understanding of future procurement transactions. Additionally, if there are questions related to the processing of these transactions (e.g., allowability, documentation requirements/additional forms, etc.), BA may provide additional guidance to allow for more streamlined processing.
 - ii. Administrative staff in consultation with appropriate AO initiates documents.
 - 1. Sets up vendors
 - 2. Fills out applicable University forms (i.e. meals, protocol items, etc.)
 - 3. Obtains applicable info (i.e. quotes, tax clearance, etc.)
 - 4. Processes payment documents in KFS
 - iii. PI certifies relatedness to project scope and goals and availability of funds.
 - iv. BA reviews documents for completeness, compliance with Federal and University policies and fund availability.
 - 1. Works with administrative staff on applicable documentation.
 - 2. Works with Central Office (i.e. UH Procurement or RCUH Procurement) on documents above signing authority.

3. Works with Central Office on vendor terms and conditions.
4. Approves purchasing and payment documents.
- v. BA to update internal spreadsheet, which tracks expenditure transactions.
- c. Work with UHWO HR on personnel staffing (PI, AO)
 - i. Administrative staff initiates hiring or filling of positions.
 - ii. HR assists with document preparation.
 - iii. PI certifies relatedness to project scope and goals and availability of funds.
 - iv. BA certifies availability of funds.
- d. BA works with PI or VC/appropriate AO staff on cost-sharing.
- e. Monitoring of balances (PI, Project Director, AO, BA)
 - i. The appropriate unit AO (Chancellor, OVCAA, OVCSA) works with both the PI as well as BA, HR, ORS.
 - ii. Periodically print and review RCUH financial report (includes all expenditures and encumbrances recorded to RCUH general ledger)
 - iii. AO or administrative staff prints monthly financial report from Page Center (includes comparison of award/grant budget to actual expenditures recorded in KFS—this will include payroll which is processed through the University and expenditures paid through RCUH) and meets with PI to discuss current expenditures as compared to the budget. NOTE: Upon request, the BA may prepare other financial reports (e.g., reports generated through eThORITY) based on requirements specified by the PI, Project Director and/or respective AO.
 - iv. Administrative staff maintain a budget/actual financial schedule to track expenditures.
 - v. BA to monthly reconcile internal spreadsheet (used to track actual expenditures, forecast payroll/other expenditures and compare to budget) to Page Center report. Share with PI, Project Director, respective AO and administrative staff.
- f. Reports
 - i. PI, AO, and if applicable Director of Evaluation and Director of IR are responsible to prepare technical reports (as required by award/grant—e.g., Annual Performance Reports, deliverables, etc.).
 1. Submission dependent upon what award terms and conditions require.
 2. Copy of transmittal letter (re: technical report) is forwarded to BA.
 3. A copy of all Annual Performance Reports should be sent to BA and IES.
 - ii. ORS handles financial reports and applicable invoicing.

1. BA to assist ORS in providing any required documentation (i.e. copies of invoices).
- g. Close-out
- i. ORS notifies PI of close out with 90, 60, and 30 day notices.
 - ii. Purchase requisitions should be submitted to BA no later than 30 days prior to the end of the extramural award/grant period.
 - iii. Invoices and disbursement vouchers should be submitted to BA and purchasing card purchases made no later than 15 days prior to the end of the extramural award/grant period.
 - iv. PI should take appropriate actions (i.e., no-cost extension or prepare project close-out report—as required by award/grant). PI work with AO, Evaluation/IR Office.
 - v. ORS will request BA to verify financial figures included in the project close-out report.

University of Hawai'i – West O'ahu

Flowchart of the Extramural Award/Grant Process

