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Office of Research Services

November 19, 2009

ADMINISTRATIVE PROCEDURES MEMORANDUM 09-12

To: University Administrators and Chancellors

From: Yaa-Yin Fong *Yaa-Yin Fong*
Director - Office of Research Services

Subject: Administrative Procedures A8.930 - Service Orders with the Research Corporation of the University of Hawaii; A8.931 - Revolving Fund Service Orders with the Research Corporation of the University of Hawaii

Transmitted herewith is the revised Administrative Procedure A8.930.

Revisions to the procedure are as follows:

- Separated APM A8.930 into two separate APMs - A8.930 for internal service orders and A8.931 for revolving account service orders.
- Removed ORS from the review and signature process. Now the Chancellor, Vice President for the Community Colleges or their designees, as applicable, will review and sign service orders before they are sent to RCUH.
- Clarified the responsibilities of Investigators, Fiscal Officers, Deans/Directors, Chancellors/VPCC or their designees, and RCUH in the management of service ordered projects and revolving accounts. This includes the Chancellor or VPCC authority over service orders and the process.
- Included the process for establishing a covered type position at RCUH (A8.930). This reflects the current practice of obtaining Office of Human Resources and Vice President for Research (VPR) approval via the Attachment B process.
- Revised the process for requesting an RCUH Direct Project (A8.930). This establishes that direct projects should be rare and prior approval must be obtained from the VPR and RCUH prior to the submission of a proposal to the sponsor.
- Included the OMB Circular A-21, Section J47 requirements for review of specialized service facilities or recharge centers and adjustment of rates for surpluses or deficits (A8.931).

Transfer of signing authority from ORS to the Chancellors, VPCC or their designees will take place on January 4, 2010.

Any questions concerning these procedures should be directed to the Office Research Services at 956-7800.

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