



UNIVERSITY
of HAWAII
SYSTEM

Office of Research Services

December 13, 2010

ADMINISTRATIVE PROCEDURES MEMORANDUM 10-16

To: University Administrators and Chancellors

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

Subject: Administrative Procedure A8.954 – Extramural Closeout Procedures

Transmitted herewith is the revised Administrative Procedure A8.954.

Revisions to Administrative Procedure A8.954, Extramural Closeout Procedures, are as follows:

- Paragraph 4.c.2)(i and ii) – Deleted sections
- Paragraph 4.d.6) – Deleted “consulting with the General Counsel”
- Paragraph 4.g. – Deleted section
- Paragraph 5.d.1) – Added “ORS will notify and consult with the PI, FO, Dean/Director and will mail a 1st notice to sponsor regarding unpaid balance”
- Paragraph 5.d.3) – Added “ORS will notify and consult with the PI, FO and Dean/Director of the plan to forward the account to a collection agency. If necessary, ORS may also consult with the respective chancellor.”
- Paragraph 5.d.4) – Added “If a collection agency is utilized and the costs remain unrecoverable two years after the end date of the award, ORS will notify the school/campus to obtain funds or determine a payment plan to reimburse the project account.”
- Paragraph 5.d.5) – Added “If a collection agency is not utilized (i.e. sponsor bankruptcy, etc.) ORS will notify the school or campus to obtain funds or determine a payment plan to reimburse the project account for any deficit.”

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

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