




March 29, 2011

**ADMINISTRATIVE PROCEDURES MEMORANDUM 11-07**

TO: University Administrators and Chancellors

FROM: Yaa-Yin Fong   
Director – Office of Research Services

SUBJECT: Revised Administrative Procedure A8.955 Sub-recipient Monitoring, Attachment A (Sub-recipient Audit Information) and Attachment B (Federal Sub-recipient Questionnaire)

Transmitted herewith is the revised Administrative Procedure A8.955 and Attachments A and B.

Revisions to Administrative Procedure A8.955 are as follows:

- References to “RCUH Forms 37a and 37b” revised to “UH Forms 37a and 37b”.
- Item 5.d. requires PI and / or FO to obtain UH Forms 37a and 37b prior to processing the PO
- Items 6.b.7. and 6.d. requires the FO or PI to send initial UH form(s) 37a and/or 37b to ORS Compliance rather than make available upon request.

Revisions to Administrative Procedure A8.955 Attachment A are as follows:

- Title revised from “RCUH Form 37a: Subrecipient Audit Information” to “University of Hawaii Sub-recipient Audit Information Form”.
- Section Headings A, B and C have been added and Section A has been reformatted.
- Section A
  - removed Contact FAX #
  - added Audit Report URL
- Section B
  - 1<sup>st</sup> check box - replaced “Accordingly, we are not enclosing a copy of the audit report.” with “A copy or link to the report and corrective actions are provided.”
  - 2<sup>nd</sup> check box - replaced “Enclosed is a copy of the audit report and corrective action plan(s).” with “A copy or link to the report and corrective actions are provided.”
  - 3<sup>rd</sup> check box - added “A copy of an approved extension is enclosed, if applicable.”
- Section C – new section added to obtain additional information about the project, institution, personnel and systems.

Revisions to Administrative Procedure A8.955 Attachment B are as follows:

- Title revised from “RCUH Form 37b: Federal Subrecipient Questionnaire” to “University of Hawaii Federal Sub-recipient Questionnaire (Only required for organization not subject to OMB Circular A-133)”.

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