




February 27, 2012

ADMINISTRATIVE PROCEDURES MEMORANDUM 12-02

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

Revisions to Administrative Procedure A8.955 are as follows:

- References to “UH Forms 37a and 37b” replaced with ORS Form S-1 *Subrecipient Commitment Form* (http://www.ors.hawaii.edu/files/S-1_Subrecipient_Commitment.pdf) and ORS Form S-2 *Federal Subrecipient Questionnaire* (if applicable) (http://www.ors.hawaii.edu/files/S-2_Subrecipient_Questionnaire.pdf).
- Item 5.d. requires PI and / or FO to obtain ORS Forms S-1 and S-2 (if applicable) prior to processing the subaward instead of PO
- Items 6.b.7. requires the FO or PI to send ORS Forms S-1 and S-2 (if applicable) to ORS Contracts to process subawards, rather than to ORS Compliance
- Item 6.d. removed and combined with procedure 6.b.7.

Removed Administrative Procedure A8.955 Attachments A and B. Hyperlinks to current forms are included in A8.955.

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