



December 11, 2012

**ADMINISTRATIVE PROCEDURES MEMORANDUM 12-19**

TO: University Administrators and Chancellors

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

SUBJECT: Revised Administrative Procedure A8.930

Transmitted herewith is the revised Administrative Procedure A8.930.

The following revisions were made:

- 3.c. Definition of Terms / Designated UH Official - updated reference to Fiscal Administrator
- 9.a. Processing and Approval Requirements
  - ii. removed reference to original and copy of the UH/RCUH Internal Service Order form
  - iii. added Chancellor's designee
- 9.b. Procedures for amending an existing service ordered project
  - iii.1. added VPCC or VPCC's designee
- 11. Reimbursement for Service Order Costs Incurred by RCUH and Payment of Fees to RCUH - updated to reflect changes resulting from implementation of the Kualii Financial System

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