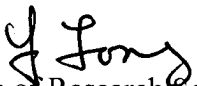




January 24, 2013

ADMINISTRATIVE PROCEDURES MEMORANDUM 13-01

TO: University Administrators and Chancellors

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

SUBJECT: Revised Administrative Procedure A8.926 "Administrative and Financial Management Requirements for Extramurally Financed Research and Training Programs/Activities of the University of Hawai'i (UH)"

Transmitted herewith is the revised Administrative Procedure A8.926.

The following revisions were made:

- replaced references to Office of Research Administration (ORA) and the Contracts and Grants Management Office (CGMO) with Office of Research Services (ORS)
- replaced references to Department Chairperson and Chancellor/Dean/Director with Authorized UH Administrator
- replaced reference to Fiscal Officer (FO) with Fiscal Administrator (FA)
- 5.a. - added PI responsibility to ensure the allowability, allocability and reasonableness of all costs charged to the award
- 6.b.4. - added f, g, and h for post-award changes that require the sponsoring agency's approval
- 6.c. - added Continuation Accounts (Suspense Accounts)
- 6.e. / 6.f. - moved Management of Deficits and Problematic Account(s) Receivable and Program Closeout to APM A8.954 "Extramural Closeout Procedures"
- 6e. - clarified timeliness of Cost Transfers

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