


January 23, 2014

ADMINISTRATIVE PROCEDURES MEMORANDUM 13-24

TO: University Administrators and Chancellors

FROM: Michael C. Vitale 
Executive Director, Applied Research Laboratory at the University of Hawai'i

SUBJECT: New Administrative Procedure A10. (Various)

Transmitted herewith are the Applied Research Laboratory at the University of Hawai'i (ARL at UH) administrative procedures dated July 2007. The procedures describe the operating guidelines for the ARL at UH.

When the contract was signed in July 2008, the administrative procedures were not posted to the Administrative Procedures Information System (APIS). They have always been available online in Volume I Technical Proposal at www.hawaii.edu/ar1 since inception of the ARL at UH. The procedures are now being moved to APIS under section A10, which has been reserved for them since 2008. It is anticipated that the procedures will be revised shortly to update the guidelines and to correct references to old UH or RCUH systems or processes and broken web links.

Any questions concerning these procedures should be directed to the ARL at UH Business Office at (808) 956-0431.