

## 1.000 Project Administration Overview

Effective Date: 12/10/2025

Prior Dates Amended: 01/18/2017

### I. PURPOSE

RCUH Project Administration was established to provide administrative support services to University of Hawai'i (UH) intramural projects, UH revolving accounts, and direct projects and to work closely with UH central offices and direct project sponsors to ensure that there is proper institutional oversight in the acceptance of projects and compliance with sponsored agreement terms.

RCUH Project Administration strives to establish and maintain good working relationships with UH central offices, fiscal staff, and direct project sponsors to achieve institutional objectives and ensure RCUH sustainability. Project Administration staff provides assistance, guidance, and fiscal management to facilitate and coordinate institutional oversight and compliance.

### II. DEFINITIONS

**A. DIRECT PROJECTS:** Non-University of Hawai'i (UH) projects where RCUH enters into a contract/agreement with a government department/agency or non-profit organization to provide administrative services or is the direct recipient of a sponsored award. Refer to [Policy 1.400](#) Direct Projects.

**B. INTRAMURAL PROJECTS:** Projects funded through UH Research and Training Revolving Funds (RTRF) or Tuition and Fee Special Funds (TF SF). Refer to [Policy 1.200](#) UH Intramural Projects.

**C. REVOLVING ACCOUNT:** A UH account established for a project that is self-sustaining and income-generating, and whose purpose is to support a specialized service facility, a recharge center, or other sales and service activities. Refer to [Policy 1.300](#) Revolving Accounts.

*Note: Effective July 1, 2023, all revolving accounts were transferred from RCUH to UH, with one exception. Only the Maunakea Shared Services (MKSS) project was allowed to remain as a revolving account under RCUH.*

**III. RESPONSIBILITIES**

RCUH Project Administration Responsibilities	University of Hawai'i Project	Direct Project
Review and process UH-approved service orders for intramural projects and revolving accounts.	X	
Review direct project sponsor agreements and work with the sponsors to resolve concerns.		X
Establish and update RCUH project accounts in accordance with UH service orders and direct project sponsor agreements.	X	X
Assist UH with the fiscal oversight of intramural projects and revolving accounts.	X	
Serve as direct projects Fiscal Administrator (FA).		X
Request reimbursement for and monitor collection of payments made on behalf of UH intramural projects and direct projects.	X	X
Work with UH FA of revolving accounts to resolve deficit balances and other issues.	X	
Perform inventory control for revolving accounts and direct projects.	X	X
Complete project closeout for UH intramural projects, revolving accounts, and direct projects.	X	X

**IV. CONTACT INFORMATION**

RCUH Project Administration  
 Telephone: (808) 956-0513  
 Email: [rcuh\\_projadmin@rcuh.com](mailto:rcuh_projadmin@rcuh.com)

**V. REFERENCES**

- A. [Policy 1.200](#) University of Hawai'i Intramural Projects
- B. [Policy 1.300](#) Revolving Accounts
- C. [Policy 1.400](#) Direct Projects