

1.200 University of Hawai'i Intramural Projects

Effective Date: 12/10/2025

Prior Dates Amended: 09/17/2017

I. PURPOSE

To provide an overview of the internal service order process for University of Hawai'i (UH) intramural projects.

II. DEFINITIONS

- A. **ADVANCED-FUNDED:** The project account type where RCUH invoices UH for the total service order amount upon full execution of the Internal Service Order Form. "Advance account" must be indicated on the internal service order form.
- B. **INDIRECT COST:** A cost that is incurred for common or joint objectives and cannot be identified readily and specifically with a particular sponsored project or instructional activity of any other institutional activity. Refer to [Policy 4.600](#) Indirect Costs.
- C. **INDIRECT COST RATE:** The rate which is negotiated by UH with the appropriate federal cognizant agency and used to allocate RCUH's indirect costs to each UH service-ordered project or activity, including revolving fund accounts and RCUH direct projects. Refer to [Policy 4.610](#) Indirect Cost Rates.
- D. **INTRAMURAL PROJECTS:** Projects funded through UH Research and Training Revolving Funds (RTRF) or Tuition and Fee Special Funds (TFSF).
- E. **MONTHLY REIMBURSABLE:** The project account type where RCUH invoices UH monthly for expenditures incurred during each month.

III. RESPONSIBILITIES

A. Principal Investigator (PI) and Fiscal Administrator (FA):

The PI and FA are responsible for the operational and financial management of the project.

B. UH Department Dean or Director:

The Dean or Director is responsible for the overall performance of the work under the service-ordered project, including any deficits or disallowances that may arise.

IV. POLICY

RCUH is authorized to act as UH's agent in providing administrative and financial management services in support of a particular research or training program or activity, in accordance with the [UH-RCUH Internal Agreement](#).

Intramural projects service ordered to RCUH must comply with UH [AP 12.203](#) Service Orders to the RCUH. UH shall not request the services of RCUH for purposes of convenience, or to intentionally circumvent the provisions of applicable state statutes, UH policies, or collective bargaining agreements.

The UH [Internal Service Order Form](#) is used to authorize RCUH administrative services in support of UH research and training activities. The completed form is routed for UH approvals before RCUH review, approval, and acceptance.

RCUH will invoice the project account for services. There are two (2) project account types: advance-funded or monthly reimbursable. Invoices shall be sent to the FA of the account for processing.

RCUH indirect cost will be assessed to accounts in accordance with the UH-RCUH Internal Agreement. Refer to [Policy 4.610](#) Indirect Cost Rates for the applicable rate.

V. CONTACT INFORMATION

RCUH Project Administration
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Email: rcuh_projadmin@rcuh.com

VI. REFERENCES

- A. [Policy 4.600](#) Indirect Costs
- B. [Policy 4.610](#) Indirect Cost Rates
- C. UH [AP 12.203](#) Service Orders to the Research Corporation of the University of Hawai'i
- D. UH [Internal Service Order Form](#)
- E. [UH-RCUH Internal Agreement](#)