

1.210 Intramural Project Establishment

Effective Date: 12/10/2025

Prior Dates Amended: 01/08/2018, 06/29/2018

I. PURPOSE

To provide guidelines for establishing an intramural project account.

II. DEFINITIONS

- A. **INTERNAL SERVICE ORDER FORM:** The University of Hawai'i (UH) form used to authorize RCUH administrative services in support of UH research and training activities.
- B. **INTRAMURAL PROJECTS:** Projects funded through UH Research and Training Revolving Funds (RTRF) or Tuition and Fee Special Funds (TFSF). Refer to [Policy 1.200](#) UH Intramural Projects.

III. RESPONSIBILITIES

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

1. Discuss the unique operational requirements of the program to determine whether the program or activity could be better serviced by RCUH.
2. Complete the UH [Internal Service Order Form](#). The service-ordered amount must be sufficient to cover estimated expenditures over the period requested.
3. Route the Internal Service Order Form for the required UH reviews and approvals in accordance with UH [AP 12.203](#) Service Orders to the RCUH.

IV. POLICY

The UH [Internal Service Order Form](#) shall be used to establish an intramural project account when it is determined by the PI and FA that the project could be better serviced by RCUH and when the criteria stated in UH [AP 12.203](#) Service Orders to the RCUH are met.

After all required UH reviews and approvals have been obtained, the Internal Service Order Form shall be routed to RCUH.

Upon RCUH review, approval, and acceptance an intramural project account shall be established in the RCUH financial system.

A copy of the fully executed Internal Service Order Form shall be distributed to the UH Chancellor, the Vice President for Research and Innovation (VPRI), or their designee, and the FA of the account.

V. CONTACT INFORMATION

RCUH Project Administration
Telephone: (808) 956-0513
Email: rcuh_projadmin@rcuh.com

VI. REFERENCES

- A. [Policy 1.200](#) University of Hawai'i Intramural Projects
- B. UH [AP 12.203](#) Service Orders to the Research Corporation of the University of Hawai'i
- C. UH [Internal Service Order Form](#)