

1.230 Intramural Project Termination

Effective Date: 12/10/2025

Prior Dates Amended: 01/08/2018

I. PURPOSE

To provide an overview of the process for terminating 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)/Project Manager (PM) and Fiscal Administrator (FA):**
 - 1. Review the project account to process all pending payments and clear all outstanding encumbrances.
 - 2. Reconcile petty cash funds and return the balance to RCUH Accounting, if applicable.
 - 3. Turn in all issued credit cards to RCUH Accounting, if applicable.
 - 4. Complete the UH [Internal Service Order Form](#), indicating closeout and the effective date.
 - 5. 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 terminate an intramural project account when the project work is completed and/or the account is no longer needed.

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, 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.

After RCUH has been reimbursed for all project costs, RCUH shall process the closeout of the project account in the RCUH financial system.

For advance-funded project accounts, a refund check for any unspent funds will be issued to UH, if applicable. The check will be forwarded to 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](#)