

1.410 Direct Projects – State of Hawai'i Department/Agency

Effective Date: 12/10/2025

Prior Dates Amended: 05/10/2018

I. PURPOSE

To provide an overview for processing a state of Hawai'i direct project request, amendment, and termination.

II. DEFINITION

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.

III. RESPONSIBILITIES

A. Principal Investigator (PI):

Review the applicable project acceptance criteria, processing procedures, and policies. Refer to [Policy 2.003](#) Roles and Responsibilities.

IV. POLICY

State of Hawai'i departments and agencies (D/A) may request the administrative services of RCUH on projects where the flexibility granted to RCUH is essential to the success of the projects, provided that such projects are in accordance with the purposes for which RCUH was established, Hawai'i Revised Statutes (HRS) § [26-35](#) and § [304A-3001-3011](#), and consistent with the [State of Hawaii-RCUH Master Agreement](#) and Amendments.

Prior to submitting a request to RCUH, the requesting D/A shall obtain the governor's written approval for the request of RCUH services. The governor's approval is required for all requests, including amendments and supplements.

The D/A must furnish to RCUH a concise justification and statement of the reasons for the need for RCUH services. If the project is accepted by RCUH, the justification and statement of reasons shall become part of the State Project Agreement. The scope of

work included in each State Project Agreement shall be specific and consistent with such justification.

A. Initial Agreement:

1. The D/A shall contact the RCUH Director of Finance or RCUH Project Administration Manager for a meeting to discuss project goals, objectives, and the scope of required RCUH services.
2. If it is determined that the project is within RCUH's mission scope and that RCUH may be able to assist, the D/A shall complete the [State Direct Project Request](#).
3. The D/A shall submit the completed and signed State Direct Project Request and any applicable supporting documents to RCUH Project Administration.
4. RCUH Project Administration shall notify the D/A of RCUH's decision after reviewing the State Direct Project Request.
5. If RCUH agrees to provide the requested services, RCUH Project Administration shall provide the D/A the [State Project Agreement](#) to review.
6. The D/A and its Deputy Attorney General shall review, sign and return the State Project Agreement to RCUH Project Administration for RCUH signature.
7. RCUH shall sign and return a copy of the fully executed State Project Agreement to the D/A.
8. Upon full execution of the State Project Agreement, RCUH Project Administration shall establish a project account in the RCUH financial system and notify the D/A.
9. The PI shall complete, obtain appropriate signatures, and submit to RCUH Project Administration the following:
 - i. [Signature Authorization](#) for the PI to assign authorized personnel to sign on behalf of the PI. The PI shall submit an updated Signature Authorization to RCUH Project Administration as soon as any change occurs, e.g., addition/deletion. A new Signature Authorization shall be submitted to RCUH Project Administration when a change in PI occurs.
 - ii. [Financial Portal Access Form](#) for the PI to designate authorized project personnel to process and approve transactions online, and request that RCUH establish a login to the account for each authorized user.

10. RCUH Project Administration serves as the Fiscal Administrator (FA) for the project.

The state and RCUH shall jointly conduct reviews of ongoing projects to ensure 1) the continuing appropriateness for using RCUH services and 2) compliance with the terms and conditions of the State of Hawaii-RCUH Master Agreement. A review shall be conducted prior to each project renewal, which shall be conducted at least every two years during the term of the project.

B. Amendment:

A [State Direct Project Continuation Request](#) and [State Project Agreement Amendment](#) are required for any revision to the original State Project Agreement, e.g., additional funding, extension of project period, change of PI, etc.

1. When an amendment is necessary, the D/A shall contact the RCUH Director of Finance or RCUH Project Administration Manager to notify RCUH of its intent.
2. RCUH and D/A officials shall discuss the appropriateness of continuing RCUH services and the project status, as well as address any concerns.
3. The D/A shall submit the completed and signed State Direct Project Continuation Request to RCUH Project Administration.
4. If approved, RCUH shall provide State Project Agreement Amendment for review. The D/A and its Deputy Attorney General shall review, sign and return the State Project Agreement Amendment to RCUH Project Administration.
5. RCUH shall sign and return the fully executed State Project Agreement Amendment to the D/A.
6. Upon full execution of the State Project Agreement Amendment, RCUH Project Administration shall update the project account in the RCUH financial system and notify the D/A.

C. Termination:

Prior to the project termination date, the PI shall:

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.

RCUH shall submit a Final Expenditure Report and transfer controlled property and equipment acquired during the project (refer to [Policy 1.440](#) Direct Projects Property) to the D/A in accordance with the terms of the State Project Agreement.

V. CONTACT INFORMATION

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

VI. REFERENCES

- A. [Policy 1.400](#) Direct Projects
- B. [Policy 1.440](#) Direct Projects Property
- C. [Policy 2.003](#) Roles and Responsibilities
- D. [HRS § 26-35](#)
- E. [HRS § 304A - 3001-3011](#)
- F. [Financial Portal Access Form](#)
- G. [Signature Authorization](#)
- H. [State Direct Project Request](#)
- I. [State Direct Project Continuation Request](#)
- J. [State of Hawaii-RCUH Master Agreement](#)
- K. [State of Hawaii-RCUH Master Agreement Amendment 1](#)
- L. [State of Hawaii-RCUH Master Agreement Amendment 2](#)
- M. [State Project Agreement](#)
- N. [State Project Agreement Amendment](#)