

1.420 Direct Projects – Non-State Entity

Effective Date: 12/10/2025

Prior Dates Amended: 01/18/2017

I. PURPOSE

To provide an overview for processing a non-state entity 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

RCUH may enter into agreements with non-state entities, including federal and county governments and private entities, through the flexibility granted by its enabling legislation, to provide administrative services to projects that are within the mission scope of RCUH, serve a public purpose, and clearly benefit UH and/or the state of Hawai'i.

The need for RCUH services must be justified. RCUH is a public entity and should not provide services that can be efficiently provided by the private sector. To avoid the perception that RCUH, a public entity, is competing against the private sector, projects accepted by RCUH should exhibit at least one of the following characteristics:

- The project is in the early stages of research, development, or training.
- The research is being funded by grants from the government or other external sponsor.

- The early research that resulted in the formation of the entity was performed at UH or other governmental or non-profit agency.
- The principal owners of the entity are UH faculty or employees of a governmental or non-profit agency.
- The intellectual property resulting from the research is owned by UH or other governmental or non-profit entity.
- The entity under which the project operates is a non-profit organization.

A. Initial Agreement:

1. The entity 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 entity shall complete the [Direct Project Request – Non-State](#). The request includes a [Direct Project Task Order Form\(s\)](#), which will be made part of the Direct Project Master Agreement if the project is accepted.
3. The entity shall submit the completed and signed Direct Project Request – Non-State and any applicable supporting documents to RCUH Project Administration.
4. RCUH Project Administration shall notify the entity of RCUH's decision after reviewing the Direct Project Request – Non-State.
5. If RCUH agrees to provide the requested services, the entity shall complete a [Direct Project Master Agreement](#).
6. The entity shall submit the completed and signed Direct Project Master Agreement to RCUH Project Administration for review.
7. When all terms are agreeable to the parties, RCUH shall sign and return the Direct Project Master Agreement to the entity.
8. Upon receipt of the fully executed Direct Project Master Agreement, RCUH Project Administration shall establish a project account in the RCUH financial system for each approved Direct Project Task Order and notify the entity.
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 entity 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 Direct Project 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 [Direct Project Master Agreement Amendment](#) or [Direct Project Task Order Change Form](#) is required for any revision to the original Direct Project Master Agreement or Direct Project Task Order Form, e.g., additional funding, extension of project period, change of PI, etc.

1. When an amendment is necessary, the entity shall contact the RCUH Director of Finance or RCUH Project Administration Manager to notify RCUH of its intent.
2. RCUH and the entity shall discuss the appropriateness of continuing RCUH services and the project status, as well as address any concerns.
3. The entity shall submit the completed and signed Direct Project Master Agreement Amendment or Direct Project Task Order Change Form to RCUH Project Administration.
4. If approved, RCUH shall sign and return the fully executed Direct Project Master Agreement Amendment or Direct Project Task Order Change Form to the entity.
5. Upon receipt of the fully executed Direct Project Master Agreement Amendment or Direct Project Task Order Change Form, RCUH Project Administration shall update the project account in the RCUH financial system and notify the entity.

C. Additional Project/Task Order Request:

A [Direct Project Task Order Form](#) is required for any new project request.

1. When a new project is necessary, the entity shall contact the RCUH Director of Finance or RCUH Project Administration Manager to notify RCUH of its intent.
2. RCUH and the entity shall discuss the appropriateness of continuing RCUH services and the project status, as well as address any concerns.
3. The entity shall submit the completed and signed Direct Project Task Order Form and supporting documents, if applicable, to RCUH Project Administration.
4. RCUH Project Administration shall notify the entity of RCUH's decision after reviewing the Direct Project Task Order Form.
5. If approved, RCUH shall sign and return the fully executed Direct Project Task Order Form to the entity.
6. Upon receipt of the fully executed Direct Project Task Order Form, RCUH Project Administration shall establish the project account in the RCUH financial system and notify the entity.

D. 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 sponsor in accordance with the terms of the Direct Project Master 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. [Direct Project Master Agreement](#) and [Amendment](#)
- E. [Direct Project Request – Non-State](#)
- F. [Direct Project Task Order Form](#) and [Change Form](#)
- G. [Financial Portal Access Form](#)
- H. [Signature Authorization](#)