




January 23, 2017

**MEMORANDUM**

**TO:** Vice Presidents  
Chancellors

**FROM:** Vassilis L. Srymos   
Vice President for Research and Innovation

**SUBJECT: RESPONSIBILITIES FOR MANAGEMENT OF UH-RCUH SERVICE ORDERED PROJECTS AND REVISED UH-RCUH SERVICE ORDER FORMS**

Pursuant to University of Hawai'i Board of Regents Policy RP 12.207 and Executive Policy EP 12.102, the Office of the Vice President for Research and Innovation (OVPRI) is responsible for ensuring the University of Hawai'i's compliance with §304A-3001-3011, HRS, as amended, the UH/RCUH Internal Agreement dated July 1, 1996 as amended, and University of Hawai'i Administrative Procedures AP 8.926, 8.930, and 8.931.

As part of this overall compliance process, our office respectfully requests your respective campus(es) to comply with these existing policies and procedures, specifically AP A8.930 Service Orders to the Research Corporation of the University of Hawai'i, Sections 10. Guidelines for Hiring RCUH Employees and 11. Responsibilities for Management of UH/RCUH Service Ordered Projects.

As noted in the above-cited policy, the responsibilities for management of all UH/RCUH Service Ordered Projects rest solely on the initiating campus and are maintained by the Principal Investigator (PI), the designated UH official (DUO), the Department Chair, the Dean or Director, and the Chancellor and the Vice President for Community Colleges or their respective designees.

To comply with our University policies and improve efficiencies and effectiveness by streamlining our processes, we have recently revised the University's Internal Service Order and Revolving Account Service Order forms. As of February 1, 2017, we will require that the revised forms be used when submitting requests to create new, modify existing or close existing service ordered accounts. Forms submitted prior

to February 1, 2017 will be processed and do not need to be resubmitted using the new format.

The revised forms can be found at: <http://www.ors.hawaii.edu/index.php/forms>. Major changes to the forms are summarized below:

Internal Service Order:

- A reminder that certain transactions require prior UH Board approval pursuant to RP 12.207 has been added, including a hyperlink to the UH Board policy.
- Effective January 1, 2017, the RCUH fee will be 3.2% whether or not the account is advanced funded. Thus, the note regarding the RCUH fee has been removed.

Revolving Account Service Order:

- The Revolving Fund Certification form has been discontinued. In its place, initial boxes for the Principal Investigator/Project Manager (PI/PM), Fiscal Administrator/Designated University Official (FA/DUO), Chair, and Dean/Director has been added to the Revolving Account Service Order form. **If these boxes are not initialed, the service order request will not be processed and will be returned.**
- The Revolving Account Service Order form is now completely form-fillable and includes hyperlinks to relevant RCUH policies and UH Administrative Procedures. For UH Mānoa, the Office of the Vice Chancellor for Research prefers that the form, including *E. Annual Operating Budget* be used.

I appreciate your cooperation and understanding on ensuring compliance with the above as we continue to review policies and improve our efficiencies and effectiveness by streamlining our processes. Please forward this information to appropriate personnel within your campuses/offices.

If there are any questions or concerns relating to a specific UH/RCUH service ordered project, please contact RCUH for further administrative support.

c: Sylvia Yuen, Executive Director, RCUH  
Darcie Yoshinaga, Interim Director, ORS