

1.030 Project Acceptance Criteria

The Research Corporation of the University of Hawai'i's (RCUH) authority to accept projects is set forth in Hawai'i Revised Statutes (HRS) § [304A - 3001-3011](#).

I. University of Hawai'i Projects

The policies governing the relationship between the University of Hawai'i (UH) and RCUH are defined in the [Internal agreement between UH and RCUH](#). UH Projects that meet the criteria in the Internal Agreement and UH policies may be service-ordered to RCUH. All service-ordered projects are UH projects and must comply with applicable UH Administrative Procedures (AP).

II. UH Extramural Projects

Extramurally funded **research and training awards** from federal and private sources are accepted by and processed through the UH Office of Research Services (ORS). These types of projects are service-ordered to RCUH through an automated electronic feed from UH to RCUH. The necessary information to establish an RCUH account is transmitted through this interface link between the UH and RCUH financial systems.

UH remains responsible to the sponsor for compliance with the terms and conditions of the sponsored agreement. RCUH is not authorized to communicate with sponsoring entities for extramural awards.

Refer to UH [AP 12.203](#) Service Orders to the RCUH

III. UH Intramural Projects

RCUH may be requested to provide administrative services using intramural funds when it is determined that UH cannot effectively and efficiently carry out the operational needs of research and training programs and activities which require administrative and operational flexibility. UH shall not request the services of RCUH for purposes of convenience or to intentionally circumvent the provisions of applicable State statutes, UH policies, or collective bargaining agreements. For conditions under which UH may request the services of RCUH, refer to UH [AP 12.203](#) Service Orders to the RCUH.

Special note: UH Board of Regents approval may be required when service-ordering funds for major construction, repair and maintenance, purchase of goods and services, and consultant contracts in order to comply with thresholds delineated in Board of Regents

Policy (RP) [8.201](#) *Contracts and Official Documents*. Refer to [RP 12.207](#) *Research Corporation of the University of Hawai'i ("RCUH")*.

IV. UH Revolving Accounts

A Revolving Account should be established only when it provides a needed service to the UH research/training community which cannot effectively and efficiently be performed by the private sector and if it can operate as an ongoing activity. Activities allowed under Revolving Accounts include the following:

- A. Projects involving the procurement of goods and services on a cost-reimbursable "user fee basis" that could not otherwise be provided due to the uneconomical cost of specialized facilities, personnel, equipment, and maintenance (e.g., research vessel- and technical shop-type operations).
- B. Conferences or workshops involving non-university, out-of-state, and international participants, such as faculty or staff professional organizations.
- C. Projects involving the reprinting of monographs, journals, and conference materials; providing access to research data, including maps for purchase or via subscription; or production of limited quantities of commodities developed under research projects for use by other organizations or institutions to further research or training activities.

V. Inappropriate Uses of a Revolving Account:

- A. **The use of RCUH Revolving Accounts to manage extramurally funded awards is strictly prohibited.** All sponsored awards/agreements must be processed through UH ORS.
- B. Under a Revolving Account, the rights to data, publishing, and intellectual property belong to the service requestor and not the service provider. Revolving Account managers should pursue extramural or intramural funding to fund their research or scholarly activities to obtain such rights.
- C. Revolving Accounts should relate to and promote the non-profit research and training mission of UH and cannot be used to generate profit. The faculty member and dean/director or chancellor should consider establishing a commercial enterprises revolving account within the UH system under HRS § [304A-2251](#) to pursue such activities.

Refer to UH [AP 12.204](#) *Revolving Fund Service Orders to the RCUH*

VI. RCUH Direct Projects

RCUH may accept projects in which it provides administrative services to State and County governments and non-profit organizations and may also be the direct recipient of a sponsored award. Projects must clearly establish the following:

- A. The work to be performed is within the mission scope of RCUH;
- B. There is a public purpose and benefit to the State of Hawai'i;

- C. There is a need for RCUH services; and
- D. The private sector cannot efficiently provide the required services.

VII. Direct Projects - State of Hawai'i Department/Agency

Projects accepted by RCUH from a State of Hawai'i department/agency (D/A) are governed by the [State of Hawai'i/RCUH Master Agreement and Amendment](#). The following is a synopsis of the guidelines in the Master Agreement for determining whether it is appropriate to seek RCUH services.

The scientific investigation and/or research that is the subject of a project must be beyond the existing capacity of the pertinent STATE program manager due to either 1) lack of sufficient staff or 2) lack of staff competency in the discipline covered by the project.

When one or both of these conditions exist, contracting with RCUH is permitted if the project can obtain the services required for the project more efficiently from RCUH than through a contract with the private sector. Factors to be considered when determining which method is more efficient include 1) cost and 2) degree of control that the project manager needs to retain.

Projects must also have all of the following characteristics:

- A. The nature of the research or investigation is at an intellectual level appropriate for university-level research;
- B. Funding for the project exceeds \$25,000;
- C. The project does not involve classified research;
- D. The STATE program manager requires professional assistance in such areas as the development of the project scope or the formulation of effective strategies or approaches in the implementation of a project; and
- E. Private-sector assistance for the project is inappropriate because of factors such as lack of technical expertise, the nature of the project is geared towards the public sector, or federal funding requirements or conditions can be more effectively handled by RCUH than by the private sector.

The requesting State department/agency shall obtain the governor's written approval of all requests for RCUH services.

Refer to [Policy 1.410](#) Direct Projects – State Department.

VIII. Relevant Documents

Hawai'i Revised Statutes (HRS) § [304A-3001-3011](#)

HRS § [304A-2251](#)

[Internal Agreement between UH and RCUH](#)

[Policy 1.410](#) Direct Projects – State of Hawai‘i Department/Agency

[State of Hawai‘i/RCUH Master Agreement and Amendment](#)

UH [AP 12.203](#) Service Orders to the RCUH

UH [AP 12.204](#) Revolving Fund Service Orders to the RCUH

UH [RP 8.201](#) Contracts and Official Documents

UH [RP 12.207](#) Research Corporation of the University of Hawai‘i (“RCUH”)

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