

## 1.100 University of Hawai'i Extramural Service-Ordered Projects

### I. Extramural Projects

University of Hawai'i (UH) extramural projects are service-ordered projects funded externally through federal and state contracts and grants and other private sponsored agreements. For extramural research and training awards service-ordered to RCUH, UH is solely and directly responsible for fulfilling the terms and conditions of the sponsored awards. The UH Principal Investigator (PI) and Fiscal Administrator (FA) are responsible for the operational and financial management of the project. The Dean or Director is responsible for the overall performance of the work under the service-ordered project, including any deficits or disallowances that may arise. RCUH is authorized to act as UH's agent in providing administrative and financial-management services in support of the particular research or training program or activity, in accordance with the [Internal Agreement between UH and RCUH](#).

Research and training proposals are prepared, processed, and approved by UH in accordance with its policies and procedures. Any communication with a sponsor shall be directly between UH and the sponsor. Accounts for funded awards are established in the UH financial system (Kuali) and service-ordered to RCUH.

The extramural service order process is automated through a daily electronic feed between UH and RCUH. The necessary information to establish an RCUH project account is transmitted through this interface link between the UH and RCUH financial systems.

The Principal Investigator and Fiscal Administrator (Office) on the RCUH project account shall be the same as identified in the UH financial system (Kuali). Their roles and responsibilities are described in [Policy 2.003](#) Roles and Responsibilities.

Account updates in the UH financial system (Kuali) are electronically transmitted daily to update the project account in the RCUH financial system.

The UH financial system (Kuali) shall be the book of original entry. RCUH expense and encumbrance transactions are transmitted electronically daily for recording in the UH financial system. Only transactions processed through RCUH are contained in the RCUH project account financial report - Budget Status Report (BSR). A complete project account financial report, including award budget and both RCUH and UH transactions, is available in the RCUH financial portal under the reporting section - UH Project Fiscal Reports.

### II. Relevant Documents

[Internal Agreement between UH/RCUH](#)

[Policy 2.003](#) Roles and Responsibilities

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