

1.200 University of Hawai'i Intramural Projects

I. Intramural Projects

University of Hawai'i (UH) intramural projects are service-ordered projects funded internally with Research and Training Revolving Funds (RTRF) or Tuition and Fee Special Funds (TFSF).

The intramural service order form is used to authorize the use of RCUH administrative services in support of research and training activities of UH. 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.

Intramural projects service-ordered to RCUH must be in compliance with UH Administrative Procedure (AP) [12.203](#) Service Orders to RCUH. 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 a particular research or training program or activity, in accordance with the [Internal Agreement between UH and RCUH](#).

RCUH indirect cost will be assessed to accounts in accordance with the Internal Agreement between UH and RCUH. Refer to [Policy 4.610](#) Indirect Cost Rates for the applicable rate.

II. Types of Intramural Accounts

- A. **Advance-Funded** – RCUH shall invoice service-ordered amount upon full execution of the Internal Service Form. "Advance account" must be indicated on the service order form.
- B. **Monthly Reimbursable** – RCUH shall issue monthly invoices for expenditures incurred during each month. Invoices shall be sent to FA of account for processing.

III. Relevant Documents

[Internal Agreement between UH and RCUH](#)

[Policy 4.610](#) Indirect Cost Rates

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

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