

1.000 Project Administration Overview

I. Mission

The fundamental mission of the Research Corporation of the University of Hawai'i (RCUH) is to support the research and training programs of the University of Hawai'i (UH) and to enhance research, development, and training generally in Hawai'i.

The RCUH Project Administration was established to provide administrative support services to UH Intramural projects, UH Revolving Accounts, and Direct Projects and to work closely with UH central offices and direct project sponsors to ensure that there is proper institutional oversight in the acceptance of projects and compliance with sponsored agreement terms. Project Administration staff provide assistance, guidance, oversight, and fiscal management, as well as facilitating and coordinating these RCUH services.

II. Responsibilities

The RCUH Project Administration's responsibilities include, but are not limited to the following:

- A. Review Direct Project sponsor agreements and work with the sponsors to resolve concerns.
- B. Review and process UH-approved service orders for Intramural projects and Revolving Accounts.
- C. Establish and update RCUH project accounts in accordance with Direct Project-sponsored agreements and UH Service Orders.
- D. Assist UH with the fiscal oversight of Intramural projects and Revolving Accounts.
- E. Provide fiscal administration services for Direct Projects.
- F. Review agreements between Revolving Account clients and RCUH.
- G. Request reimbursement for and monitor collection of payments made on behalf of UH Intramural projects and Direct Projects.
- H. Work with UH fiscal administrator of Revolving Account projects to resolve deficit balances.
- I. Inventory control for Revolving Accounts and Direct Projects.
- J. Project closeout for UH Intramural projects, Revolving Accounts and Direct Projects.

The RCUH Project Administration strives to establish and maintain good working relationships with UH central offices, fiscal staff, and Direct Project sponsors to achieve institutional objectives and ensure RCUH sustainability.

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