

# New Policies and Procedures Screenshot

## RCUH Policies and Procedures

- [-] Document Library
  - [-] 1.000 Project Administration
  - [-] 2.000 Procurement & Disbursing
  - [-] 3.000 Human Resources
  - [-] 4.000 Accounting
  - [-] Financial Portal
- [-] **1.000 Project Administration**
  - [-] 1.000 Project Administration
    - [-] 1.100 UH Extramural Service-Ordered Projects
    - [-] 1.200 UH Intramural Projects
    - [-] 1.300 Revolving Accounts
    - [-] 1.400 Direct Projects
    - [-] 1.500 Record Retention and Custodial Policy
- [-] 2.000 Procurement & Disbursing
  - [-] 2.000 Procurement & Disbursing
  - [-] 2.100 Methods of Procurement
  - [-] 2.200 Purchase Orders and Contracts
  - [-] 2.300 Vendor Related Requirements
  - [-] 2.400 Risk Management
  - [-] 2.600 Travel
  - [-] 2.700 Payment Methods
- [-] 3.000 Human Resources
  - [-] 3.000 Intro & Orientation
  - [-] 3.100 EEO & Sexual Harrassment
  - [-] 3.200 Recruitment & Employment
  - [-] 3.300 Compensation
  - [-] 3.400 Employee Relations
  - [-] 3.500 Benefits
  - [-] 3.600 ID Card & Leaves
  - [-] 3.700 HR Portal
  - [-] 3.800 Payroll
  - [-] 3.900 Other Related Policies
- [-] 4.000 Accounting
  - [-] 4.010 Chart of Accounts
  - [-] 4.100 Accounting Reports
  - [-] 4.200 Cash Receipts and Deposits
  - [-] 4.400 Journal Entries
  - [-] 4.600 Indirect Costs
  - [-] 4.700 Equipment and Property

**RCUH** Research Corporation  
of the University of Hawai'i

### 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.