



Direct Project (State Department/Agency) - Continuation/Extension Request

The Master Agreement between the State of Hawaii (State) and The Research Corporation of the University of Hawaii (RCUH) requires periodic review of projects to determine the need for continuing RCUH services. Pursuant to Section 3, Periodic Review of Projects: "State and RCUH shall jointly conduct periodic reviews of ongoing projects to ensure 1) continuing appropriateness and 2) compliance with the terms and conditions of this Master Agreement". Accordingly, please provide the information requested below. A meeting to discuss the continuation of your project may be scheduled upon receipt of this completed request form.

Date: _____

Project Number: _____ Project Title: _____

PI: _____

Department: _____

Primary Contact: _____ Title: _____

Email: _____ Phone Number: _____

Reason for this request:

Extension of Project:

Current termination date: _____ Extension to: _____

****Note: maximum allowable extension period for this request is 12 months.***

Additional/Decrease Funding:

Current: _____ Addition/Decrease: _____ Cumulative: _____

****Attach revised budget.***

Describe, if any, addition and/or change in scope of activity, including staff requirement and significant procurements: _____

Justification for continued RCUH administrative services: _____



Other than stated above, all information provided on the Direct Project Request form dated _____ remains true and correct.

Attach Governor's approval for this request.

Certification

I certify that I am an authorized officer of the organization named above, and that the information provided on this request is true and correct.

Signature: _____ Date: _____

Name: _____ Title: _____

*****RCUH USE ONLY*****

Internal comments: _____

Direct Project request has been reviewed and recommended as follows:

	Initials	Date	Comments
Director of HR	Approve/Disapprove	_____	_____
Director of Finance	Approve/Disapprove	_____	_____

Approve/Disapprove Direct Project request:

Executive Director

Date