



Direct Project Request (State Department/Agency)

Applicant Information

Date: _____

Department/Agency: _____

Address: _____

City: _____ State: _____ Zip code: _____

Name of primary contact: _____ Title: _____

Email: _____ Phone: _____

1. The purpose of RCUH includes, but is not limited to, the promotion of all educational, scientific, and literary pursuits. Please explain how any of the below, or all, apply to the project(s) requesting RCUH services and also how these project(s) serve a public purpose/benefit the State of Hawaii:

- Encourages, initiates, aids, develops, and conducts training, research, and study in the physical, biological, social sciences, humanities, and all other branches of learning;
- Encourages and aids in the education and training of persons for the conduct of training, investigations, research, and study;
- Furnishes the means, methods, and agencies by which the training, investigation, research, and study may be conducted;
- Assists in the dissemination of knowledge by establishing, aiding and maintaining professorships or other staff positions, fellowships, scholarships, publications, and lectures;
- Engages in other means of making the benefits of training, investigations, research and study available to the public;
- Takes any and all other actions reasonably designed to promote these purposes in the interest of promoting the general welfare of the people of the State.

2. Project Title: _____
 Principal Investigator: _____
 Email: _____ Phone: _____
 Project Period: _____ Amount: _____
 Brief Description of Project: _____

3. Project scope of work and deliverables: Attachment 1 (will be made part of the project agreement if project is accepted)

4. Attach Governor’s approval.

5. Source of funding.

Federal agency \$ _____
 State agency \$ _____
 Other \$ _____

6. Will this project involve any of the following? Check all that apply and explain:

- ___ Construction _____
- ___ Exporting of Tech Equip/Data _____
- ___ Firearms _____
- ___ Foreign Operations _____
- ___ Hazardous Materials _____
- ___ Helicopter/Aircrafts _____
- ___ HIPAA (Protected Health Info) _____
- ___ Human Subjects _____
- ___ Live Animals _____
- ___ Marine/Diving Activities _____
- ___ Subcontracts _____

7. Does this project have existing employees? Yes ___ No ___. If yes, is the intent for them to become RCUH employees? Yes ___ No ___.

Note: RCUH reserves the right to evaluate incumbent employees and determine appropriateness of conversion to RCUH.

Personnel requirements/brief job description:

<u>Position</u>	<u>Description</u>
_____	_____
_____	_____
_____	_____
_____	_____

Direct Projects accepted by RCUH must comply with RCUH policies and procedures. Please refer to www.RCUH.com

Certification

I certify that I am an authorized personnel of the Department/Agency named above, and that the information provided on this request is true and correct.

Signature: _____ Date: _____

Print name: _____ Title: _____

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

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

Attachment 1

SCOPE OF SERVICES

RCUH shall provide administrative services and employ staff to support the Department to perform its scope of work and deliverables, described as follows:

Program Budget:

Salaries	_____
Fringe	_____
Supplies	_____
Travel	_____
Equipment	_____
Other	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Direct Costs	_____
RCUH Indirect Costs (____ %)	_____
Total	_____

Source of fund: _____ \$ _____
_____ \$ _____