RCUH Research Corporation of the University of Hawai'i

2.206 Administration of UH ORS Subawards

I. Overview

Effective March 1, 2011, the Office of Research Services (ORS) began issuing and processing new subawards (subgrants and subcontracts). These subawards are issued under the University of Hawai'i, not RCUH. For more information about the ORS subaward process, *see* Subawards – Office of Research Services (hawaii.edu). The only exception to processing a subaward through ORS is an amendment to an existing subaward initially issued by RCUH.

Subawards issued by ORS still require an electronic RCUH Purchase Order (PO) to be initiated. The PO should reference the UH subaward number, and have a copy of the fully-executed subaward agreement and applicable supporting documents attached. For subcontracts, attach the ORS Form S-3 (Sole Source Justification/Cost Price Reasonableness) to the PO. The RCUH PO is used to encumber funds and facilitate payment, and should not be transmitted to the subrecipient.

The fully-executed subaward should also already contain all required certifications regarding tax clearance and federal requirements.

If you are issuing an amendment to a subaward on a new PO, as opposed to a Purchase Order Change Form (POCF), reference the prior PO number(s) on the new PO.

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