

Attachment A
University of Hawai'i
OFFICE OF RESEARCH SERVICES
INTERNAL SERVICE ORDER (S/O) FORM

Pursuant to the Internal Agreement between the University of Hawai'i (UH) and the Research Corporation of the University of Hawai'i (RCUH), the UH hereby requests the RCUH to provide services as may be required by the Principal Investigator (PI) in the administration of the following contract or grant.

S/O#: _____ UH PROGRAM: _____ PI: _____

PROJECT TITLE: _____

AWARD PERIOD: _____ AMOUNT: _____ UH ACCT: _____

The conditions under which a project may be service ordered to RCUH are listed on the reverse side. Please specify which conditions may apply to this request and provide an explanation/justification. Any service order involving the use of RCUH personnel must be accompanied by a completed "Service Order Personnel Form" that has been approved by the UH Office of Human Resources.

Scope of Work (Brief explanation not to exceed thirty words)

REQUESTED BY: _____ DATE: _____
(Principal Investigator)

REVIEWED BY: _____ DATE: _____
(Fiscal Officer)

(Vice President/Dean Director or Designee) DATE: _____

APPROVED BY: _____ DATE: _____
(Director/Asst. Director of Research Services)

ACCEPTED BY: _____ DATE: _____
(RCUH Executive Director or Designee)

From the INTERNAL AGREEMENT entered into on July 1, 1996 by and between the UNIVERSITY OF HAWAII, hereinafter called the "UNIVERSITY," and the RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII, hereinafter called the "CORPORATION."

NOW, THEREFORE, the UNIVERSITY and the CORPORATION hereby agrees as follows on a mutually acceptable set of relationships, responsibilities and procedures.

ARTICLE I – APPROPRIATE UNDERTAKINGS and
SERVICES to be PROVIDED the UNIVERSITY by
The CORPORATION

As directed by the UNIVERSITY, the CORPORATION will provide certain services to be rendered in connection with a given research contract or grant. The conditions under which the UNIVERSITY may choose in any given project to utilize the services of the CORPORATION are:

- (a) Projects involving private organizations, or
- (b) Projects in which there are unusual procurement problems, such as major items of special equipment, or complex equipment construction, or
- (c) Projects in which much of the operation will lie outside the State, or
- (d) Projects in which there are human resource problems which might be handled more effectively outside the State or UNIVERSITY personnel system, or
- (e) Projects in which there is a substantial amount of ship operations, technical shop-type operations, computer services, etc., or
- (f) Projects involving research facility management where any combination of the above mentioned problems exist, or
- (g) Projects in which other special problems are present that may be better resolved through the services of the CORPORATION.

All of the foregoing services in Article I shall be limited to scientific investigation and research projects which are strictly within the express purposes for which the CORPORATION was established. In no event will the UNIVERSITY request services of the CORPORATION for UNIVERSITY projects or uses which are not within such purposes to avoid bidding and other statutory requirements not intended to be exempted by the Legislature in creating the CORPORATION.