December 10, 2013

MEMORANDUM

TO: Vice Presidents
    Chancellors

FROM: Vassilis L. Symos
      Vice President for Research and Innovation

SUBJECT: APPROPRIATE USE OF SERVICE ORDERS TO THE RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAI‘I (RCUH)

This memorandum serves as a reminder to all campuses of the appropriate use of service orders to Research Corporation of the University of Hawai‘i as outlined by APM A8.930, Service Orders to the Research Corporation of the University of Hawai‘i, Section 3(b), Definition of Terms. It should be noted that the definition of Intramural Funds is:

- Intramural funds: Internal sponsorship of a program or activity such as Research and Training Revolving Funds (RTRF) or Tuition and Fee Special Funds (TFSF).

This definition is highlighted so that all units are clear that only RTRF and TFSF funds can be service ordered to RCUH, and no general funds shall be service ordered to RCUH.

Should you have any questions, please contact me at 956-5006.

Thank you.

C: David Lassner, Interim President
   Michael Hamnett, Director, RCUH
   Brenda Kanno, RCUH
   Yaa-Yin Fong, Director, ORS
   Tracie Nakagawa, Fiscal Administrator, OVPRI