MEMORANDUM

TO: Vice Presidents
    Chancellors

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

SUBJECT: Transfer of University of Hawai‘i (UH) Research and Innovation Administrative Procedures from Chapter 8 Business and Finance to Chapter 12 Research

Based on the UH Advisory Task Group’s recommendation to review, revise, and reorganize UH Administrative Procedures (AP) pertaining to Research and Innovation, the below procedures were recently transferred from Chapter 8 Business and Finance to Chapter 12 Research to appropriately realign the procedures with corresponding office, functional, and institutional responsibilities:

AP 12.203 Service Orders to the RCUH (previously AP 8.930)
AP 12.204 Revolving Fund Service Orders to the RCUH (previously AP 8.931)
AP 12.401 Procedures for the Preparation and Submission of Proposals to External Sponsors and the Review/Approval Requirements for Sponsored Agreements (previously AP 8.910)
AP 12.402 Procedures for Fringe Benefits Included in Proposal Budgets (previously AP 8.911)
AP 12.405 Advance Funding Accounts for Externally Financed Programs and Activities (previously AP 8.952)
AP 12.408 Effort Reporting (previously AP 8.948)
AP 12.410 Accounting for Cost Sharing (previously AP 8.947)
AP 12.411 Subrecipient Monitoring (previously AP 8.955)
AP 12.412 Extramural Closeout Procedures (previously AP 8.954)

While no substantive changes were made to the above APs, minor housekeeping updates were made to accurately reflect responsible office, titles, references, formatting standards, etc.
Please note that additional updates regarding research and innovation administrative procedures and executive policies are forthcoming.

We ask that you please distribute this notice as appropriate within your respective campuses and units.