University of Hawai‘i
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 project.

S/O #: __________________ RCUH Project #: _______ Change #: __________
UH College / Unit: ________________________ UH Department: ________________________
Project Name: ___________________________ P.I.: ___________________________
Project Period: __________________________ Amount: ____________________________
UH Account /Campus: ______________________

The conditions under which a project may be service ordered to RCUH are listed below. Please specify which conditions may apply to this request and provide an explanation/justification (use additional sheets as necessary).

New Project Request:

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

Changes:

(1) Close Project effective _____________ Return funds of ___________ to ________________________
(2) Extension of Project to: ____________________
(3) Additional Funding of: _____________________ Total Project: ___________________
(4) Add/(Reduce) Funding by:________________________
(5) Other: __________________________________________________________________________________________

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

REQUESTED BY: ___________________________ DATE: __________
(Principal Investigator)

APPROVED BY: ___________________________ DATE: __________
(Department Chair)

(Dean / Director or Designee)

REVIEWED BY: ___________________________ DATE: __________
(Fiscal Officer/Designated UH Official)

(Designee)

ACCEPTED BY: ___________________________ DATE ____________
(RCUH Executive Director or Designee)

Revised 11/2009