

Prepared by the Vice President for Research
This is a new procedure.

A10.350
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A10.000 Applied Research Laboratory
Administrative Policies and Procedures

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A10.350 Personal Property

1. Purpose. To establish personal property policies for the Applied Research Laboratory at the University of Hawaii (ARL at UH).
2. Applicability. These policies shall apply to the Applied Research Laboratory at the University of Hawaii (ARL at UH).
3. Definitions. For the purposes of applying the relevant UH policy or procedure, the following definitions shall be used.
 - a. "Principal investigator" shall refer to the ARL at UH faculty member or researcher that is primarily responsible for the task order.
 - b. "Fiscal officer" shall refer to the ARL at UH Business Office director or designee.
 - c. "Department head" or "Director" shall refer to the ARL at UH Executive Director.
 - d. "Property custodian" shall refer to the principal investigator or designee.
 - e. "Proposing department" or "Sponsoring department" or "Custodial department" shall refer to the ARL at UH.
 - f. "Task order" shall refer to a discrete project, either proposed by the principal investigator or requested by the sponsor, to conduct basic research to increase scientific knowledge in the ARL at UH functional area or to develop designs, methods, processes, devices, etc. using the information gained through basic research.
 - g. "Fee" shall refer to the unique assessment to task orders issued under the University Affiliated Research Center (UARC) contract. Use of fee shall be constrained by the applicable contract clause.
 - h. "Facilitating services funds" shall refer to the ARL at UH share of the recovery of institutional F&A referred to in the University as "Research and Training Revolving Funds" or RTRF.

4. Policy. Because the ARL at UH is a University research center and the University fixed assets system is the official record of account, personal property shall be handled as follows: Equipment purchased through task orders, PDC or fee shall be treated in accordance with the UH policies and procedures on Federal personal property. Equipment purchased through facilitating services funds shall be treated in accordance with the UH policies and procedures on State personal property.

5. References.

- a. [UH Policies & Procedures: A8.5xx State Personal Property](#)
- b. [UH Policies & Procedures: A8.5xx Federal Personal Property](#)