

University of Hawaii Revolving Account Service Order Request

Project #: _____
Service Order #: _____
Campus: _____

Check One: Initial Request (attach certification): _____
Annual/Biennial Update (attach certification): _____
Modification (fill out Modification section below): _____
Close Out: _____

In accordance with the terms and conditions of the Master Agreement between the University of Hawaii (UH) and The Research Corporation of the University of Hawaii (RCUH), the UH hereby authorizes RCUH to establish/amend the revolving account as follows:

Project Title: _____ Time Period: _____

UH College/Unit: _____ UH Department: _____

Principal Investigator/Project Manager: _____

Email: _____ Phone: _____

Designated UH Official (FA): _____

Email: _____ Phone: _____

Attach page for revolving fund purpose, description, financial and fiscal management plan (MANDATORY OF INITIAL REQUESTS and UPDATES).

Reason for modification: _____

RCUH management fee will be charged.

THE USE OF RCUH REVOLVING ACCOUNTS TO MANAGE EXTRAMURALLY-FUNDED AWARDS IS STRICTLY PROHIBITED. Please refer to UH APM A8.931 for limitation on use of revolving accounts.

Special Condition: The RCUH board has limited the advance funding of revolving fund and SSF accounts to a maximum of two months of operating expenses; and further, that any exception to the policy must be approved by the Executive Director of RCUH.

Requested by: _____ Date: _____
Principal Investigator/Project Manager

Approved by: _____ Date: _____
Department Chair

Dean/Director or Designee

Reviewed by: _____ Date: _____
Fiscal Authority/Designated UH Official

Vice President for Research/Vice Chancellor for Research or Designee

Approved by: _____ Date: _____
RCUH Executive Director or Designee

The Principal Investigator / Revolving Fund Account Manager, in conjunction with the designated University official, shall prepare and attach the following prior to processing the Revolving Fund Service Order Request:

A. Description

Set forth a comprehensive description, including the purpose of the proposed revolving fund, including a statement of how the proposed revolving fund meets the criteria stated in A8.931, Section 6.

B. Anticipated Users

Identify present and/or prospective users, including user fund sources (e.g. federal, state, or private sponsored agreements, etc.)

C. Distribution Base

Set forth proposed unit basis for charging using projects for goods provided or services rendered, such as units of goods produced or time allocated (e.g. hour, day, or month) for respective job orders.

D. Annual Operating Budget

Provide an annual operating budget by major expenditure category which estimates the projected annual operating requirements of the proposed revolving fund activity.

E. Annual Recharge Rate(s)

Establish an annual user recharge rate which will usually equate to the annual operating budget divided by the total anticipated base units of goods or services to be provided, adjusted to amortize any variance (deficits / surpluses) from prior periods when applicable.

F. Variance Adjustments

Annual renewal request notifications (see RCUH Policies and Procedures Manual, Section 1.540, Annual Renewal and Financial Reporting) due to RCUH by May 15 each year, shall include an updated schedule, which includes the amortization of prior period deficits and / or surpluses as a part of setting a recharge rate(s) for the next fiscal / rate year.