

University of Hawaii Revolving Account Service Order Request

Project #: _____ Check One: _____ Initial Request: _____
Service Order #: _____ Renewal: _____
Campus: _____ 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: _____

Complete and attach pages 2 - 5 (MANDATORY FOR INITIAL REQUESTS and UPDATES).

Reason for modification: _____

THE USE OF RCUH REVOLVING ACCOUNTS TO MANAGE EXTRAMURALLY-FUNDED AWARDS IS STRICTLY PROHIBITED. Please refer to UH AP 12.204 Section III.C.1. 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, the advance funding is applicable only to the start-up of a project. Refer to RCUH Policy 1.300 University of Hawaii Revolving Accounts.

FOR UH: The PI/PM, Chair, FA/DUO, & Dean/Director must certify that the revolving account activity and management plan complies with UH AP 12.204 Section III.C. and III.D. Signature constitutes certification.

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

Approved by: _____ Date: _____
Department Chair

Dean/Director or Designee

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

Vice President for Research/Vice Chancellor for Research or Designee
[NOTE: Please scan/email signed service orders to RCUH_ProjAdmin@rcuh.com](mailto:RCUH_ProjAdmin@rcuh.com)

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

The Principal Investigator/Project Manager, in conjunction with the designated University official, shall prepare and attach the following prior to processing the Revolving Account Service Order Request. Add more sheets as necessary.

A. Activity: Select appropriate activity per AP 12.204 Section III.D.4.

Project involves procurement of goods and services on a cost reimbursable “user fee basis,” which could not otherwise be provided due to the uneconomical cost of specialist facilities, personnel, equipment and maintenance (e.g., research vessel and technical shop-type operations).

Workshop or conference projects without direct extramural sponsorship involving non-university, out-of-state and international participants, such as for faculty or staff professional organizations.

Project involving the reprinting of monographs, journals, and conference materials; providing access to research data, including maps for purchase or via subscription; or production of limited quantities of commodities developed under research project for use by other organizations or institutions to further research or non-research activities.

B. Description: Set forth a comprehensive description, including the purpose of the proposed revolving account and its relationship to research and training.

C. Anticipated Users: Identify present and/or prospective users, including user fund sources (e.g. federal, state, or private sponsored agreements, etc.) if known.

- D. **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.
- E. **Annual/Biennial Operating Budget:** Provide an annual/biennial operating budget by major expenditure category which estimates the projected annual/biennial operating requirement of the proposed revolving fund activity. SEE ATTACHED (NOTE: If annual renewal, submit a one-year budget. If biennial renewal, submit a two-year budget.)
- F. **Annual Recharge Rate(s):** Establish an biennium 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.

G. Variance Adjustments: Renewal request notifications 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 rate year. Attach a print out of the current RCUH Budget Status Report.

Project Surplus as of (date) _____ = \$ _____ Include in recharge rate for next rate year (section F). Sixty (60) day working capital is allowable per AP 12.204.

Project Deficit as of (date) _____ = \$ _____
Amortization plan for deficit:

Total	
(Not to exceed 60 days working capital)	