

University of Hawai'i  
Special Fund Research Recharge Center (SRRC) Proposal

Project Title: \*  
\_\_\_\_\_  
\_\_\_\_\_

KFS SRRC Account # or "New":\*  
\_\_\_\_\_

Campus:\*  
\_\_\_\_\_

College/Unit:\*  
\_\_\_\_\_  
\_\_\_\_\_

Project Manager (PM): \*  
\_\_\_\_\_

Email:  
\_\_\_\_\_

Fiscal Administrator (FA): \*  
\_\_\_\_\_

Email:  
\_\_\_\_\_

FA Username:  
\_\_\_\_\_

Department Chair:  
\_\_\_\_\_

Department Chair Username:  
\_\_\_\_\_

Check One:  
 Initial request  
 Renewal  
 Modification  
 Close Out  
Annual Period (FY):  
\_\_\_\_\_

UH Department  
\_\_\_\_\_  
\_\_\_\_\_

Phone:  
\_\_\_\_\_

Phone:  
\_\_\_\_\_

Dean/Director or Designee:  
\_\_\_\_\_

Dean/Director or Designee Username:  
\_\_\_\_\_

The PM, Department Chair, Dean/Director and FA must certify that the SRRC complies with guidelines and criteria outlined in UH AP 12.204 section III.D. and III.E. Approval of this proposal constitutes certification.

A. Description:

Set forth a comprehensive description of the good(s) or service(s), including the purpose of the proposed SRRC and its relationship to support contracts, grants or other sponsored agreements and/or intramurally funded activities on an ongoing basis primarily for UH affiliated customers.

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B. Anticipated Users:

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

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C. Distribution Base:

Set forth proposed basis for goods produced or services rendered (e.g. labor or machine hours, CPU time, # of tests) for respective job orders to allocate costs equitably.

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D. Annual Operating Budget:

Provide an annual operating budget by major expenditure category which estimates the projected annual operating requirement of the proposed SRRC. A template is posted at <https://research.hawaii.edu/ors/resources/service-centers/>. Please attach to the email used to transmit this SRRC Proposal for review and approval, an electronic file copy of your SRRC's annual operating budget.

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E. Annual Recharge Rate(s):

Establish an annual user recharge rate which will generally equate to the annual operating budget divided by the total projected activity/usage (units of goods or services to be provided), adjusted to amortize any variance (deficits/surpluses) from prior periods when applicable. A template is posted at <https://research.hawaii.edu/ors/resources/service-centers/>. Please attach to the email used to transmit this SRRC Proposal for review and approval, an electronic file copy of the annual user recharge rate calculation.

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F. Variance Adjustments:

Renewal request notifications shall include an updated schedule which includes the amortization of prior period deficits and/or surpluses as part of setting a recharge rate(s) for the next rate year. Please attach to the email used to transmit this SRRC Proposal for review and approval, an electronic file copy of the current plan to clear deficit or reduce surplus above the 60-day working capital reserve balance.

Project Surplus as of date:

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Project Surplus Amount:

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Include in recharge rate for next year (section E).

Sixty (60) day working capital is allowable per AP 12.204

Project Deficit as of date:

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Project Deficit Amount:

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Budget to Actual Report

Please attach to the email used to transmit this SRRC Proposal for review and approval, an electronic file copy of your SRRC's budget to actual report.

Requested by: \_\_\_\_\_  
Project Manager

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Department Chair

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Dean/Director or Designee

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
Fiscal Administrator

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
Vice President for Research and Innovation/Vice Provost  
for Research and Scholarship/Chancellor or Designee

Date: \_\_\_\_\_