



Regents Policy Chapter 12, Research  
Regents Policy RP 12.207, Research Corporation of the University of Hawai'i ("RCUH")  
Effective Date:  
Prior Dates Amended: Oct. 31, 2014 (recodified)  
Review Date: August 2019

**I. Purpose**

To set forth policy regarding the relationship between the University and RCUH and the Board conditions for service ordering University funds to RCUH.

**II. Definitions**

- A. Extramural contracts and grants – Refers to external sponsorship of research, training or other activities via a contract, grant or other agreement. In the context of this policy, extramural contracts and grants shall also include Federal formula funds and student financial aids.
- B. Institutional funds – Refers to funds appropriated to the University such as general funds, research and training revolving funds (RTRF) and tuition and fee special funds. It also includes other non-extramural funds such as bond proceeds. Institutional funds are exempt from RP 12.207 III.C.1 when they will be used for mandatory cost sharing or matching purposes.
- C. Mandatory cost sharing or matching – Refers to a sponsor imposed requirement to share or match institutional funds in order to receive sponsor funds under a grant or other agreement.
- D. Research or training project – Refers to research, training or other activities that are funded by external contracts and grants or through an application of institutional funds. Examples of institutional funds that are for research and training projects include a formal seed money grant program as well as projects funded by separately accounting for an academic or research units' appropriated funds such as RTRF or unrestricted gifts toward pilot projects or faculty start-up costs.
- E. Service order – a formal request by the University to utilize RCUH services to assist the University in carrying out its instruction, research, training, or public service mission.

- F. University funds – Refers to extramural contracts and grants and institutional funds received by the University.

### **III. Policy**

- A. The RCUH was established by state statute, in part, to facilitate the research and training efforts of the University of Hawai'i. It is a corporate body governed by an independent board with members of the university community.
- B. The University service orders extramural contracts and grants to RCUH. However, RCUH shall not be used to circumvent statutes, Board policies, contracts, settlements, or regulations.
- C. Service ordering of institutional funds to RCUH shall be for the direct support of research or training projects, including mandatory cost sharing or matching.
  - 1. Prior Board approval is required for service order of institutional funds for:
    - a. Major construction (CIP) and repair and maintenance (R&M) projects in accordance with the threshold delineated in RP 8.201, Section B.1;
    - b. Purchases of goods or services in accordance with the threshold delineated in RP 8.201, Section III.E.1; or
    - c. Consultant contracts in accordance with the threshold delineated in RP 8.201, Section III.C.1.
- D. Extramural proposals and awards must be processed by the University's office responsible for the administration of research and training grants and contracts. Proposals may not be submitted via or awards made to RCUH on behalf of the University unless the President or the President's designee has made a determination that the research or training project should be processed as an RCUH direct project and RCUH has accepted the responsibility.
- E. In the case of institutional funds, requests to service order to RCUH must be received by University officials delegated with approving authority to make such determinations by the President or the President's designee. Upon receipt, a determination by the University shall be made as to service ordering to RCUH based on this policy.
- F. The Board shall execute a document of relationship between the University and RCUH board delineating the parameters of service to be rendered. This document shall be reviewed annually by the President to allow for periodic amendments as necessary.

**IV. Delegation of Authority**

There is no policy specific delegation of authority.

**V. Contact Information**

Office of the Board of Regents, 956-8213, bor@hawaii.edu

**VI. References**

- A. <http://www.hawaii.edu/offices/bor/>
- B. AP 8.910, Procedures for the Preparation and Submission of Proposals to External Sponsors and the Review/Approval of Sponsored Agreements
- C. AP 8.930, Service Orders to the Research Corporation of the University of Hawai'i
- D. AP 8.931, Revolving Fund Service Orders to the Research Corporation of the University of Hawai'i

**VII. Exhibits and Appendices**

No Exhibits and Appendices found

**Approved:**

Approved as to Form:

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Cynthia Quinn  
Executive Administrator and  
Secretary of the Board of Regents

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Date