

## University of Hawai'i INTERNAL SERVICE ORDER (S/O) FORM

Pursuant to the Internal Agreement between the University of Hawai'i (UH) and the Research Corporation of the University of Hawai'i (RCUH), the UH hereby requests the RCUH to provide services as may be required by the Principal Investigator (PI) in the administration of the following project. **NOTE: Prior UH Board approval is required for certain transactions under RP 12.207.**

S/O #: \_\_\_\_\_ RCUH Project #: \_\_\_\_\_ Change #: \_\_\_\_\_

UH College / Unit: \_\_\_\_\_ UH Department: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Period: \_\_\_\_\_ Campus / UH Account: \_\_\_\_\_ Acct Type: \_\_\_\_\_  
(VCR Use)

Principal Investigator: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Designated UH Official (FA): \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

The conditions under which a project may be service ordered to RCUH are listed below. Please specify which conditions may apply to this request and provide an explanation/justification (use additional sheets as necessary).

**New Project Request:**

- (a) Projects involving a private organization with unusual or complex requirements.
- (b) Projects in which there are unusual procurement problems.
- (c) Projects in which much of the operation will lie outside the State.
- (d) Projects in which there are human resource problems which might be handled more effectively outside the State or UH personnel system.
- (e) Projects in which there is a substantial amount of ship operations, technical shop-type operations, computer services, involvement with other RCUH projects, etc.
- (f) Projects involving research facility management where any combination of the above mentioned problems exist.
- (g) Projects in which other special problems are present that may be better resolved through the services of the RCUH. Please explain:  
\_\_\_\_\_

**Action:**

- (1) Close Project effective: \_\_\_\_\_ Return funds \$ \_\_\_\_\_ to \_\_\_\_\_ (Location)
- (2) Extension of Project to: \_\_\_\_\_
- (3) Initial / Increase Funding: \$ \_\_\_\_\_ Total Project: \$ \_\_\_\_\_ Check if Bill in Advance: \_\_\_\_\_
- (4) Decrease Funding: \$ \_\_\_\_\_ Total Project: \$ \_\_\_\_\_
- (5) Construction, R&M, services, or consultant contract over applicable RP 8.201 threshold (attach BOR approval & obtain VPRI signature)
- (6) Other \_\_\_\_\_

Scope of Work (Brief explanation not to exceed thirty words)

REQUESTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Principal Investigator

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Department Chair

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

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Fiscal Authority / Designated UH Official

\_\_\_\_\_  
DATE: \_\_\_\_\_  
Campuses: Chancellor or Designee; System: VP for Research & Innovation (in addition to campus authority signature, VPRI signature needed for Item 5)  
[NOTE: Please scan/email signed service orders to RCUH\\_ProjAdmin@rcuh.com](mailto:RCUH_ProjAdmin@rcuh.com)

ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
RCUH Executive Director or Designee