J. Types of Expenditures

12. Office of Research Services ("ORS") Agreements

a. A University of Hawaii unit/department wishes to pay salary and fringe for UH personnel, or large equipment, etc. from a Foundation account. These types of expenses may require an ORS agreement.

b. The Principal Investigator ("PI")/Account Administrator will make a copy of the "Request for ORS Agreement." The memo should have two Account Administrators sign if the amount is $250 or above. The following information should also be included:

- Project Title
- UH Department
- Major Organization
- Location
- Project Amount
- Project Period
- Source of Funds (Project Number)
- Purpose
- Email of PI/Account Administrator
- Certification that use of funds will be in accordance with purpose of account

c. Upon receipt, the Foundation Fiscal Office will check for the following:

- It is a valid expense
- Proper authorization ($250 + requires two signatures of Account Administrators and/or follow the signing criteria of each account)
iii Availability of funds
d. Upon receipt, the Foundation Fiscal Office will send an e-mail to the PI/Account Administrator of the applicable indirect cost (IDC) rate and indicate in the e-mail there is a sponsor limited cap.

e. The PI/Account Administrator will enter the proposal package into myGRANT and route the following through the myGRANT system for approval in accordance with the standard ORS process:

i Completed Proposal Development record in myGRANT with the following included as internal attachments in myGRANT:

(a) Copy of the proposal with a budget

(b) Copy of the UHF “Request for ORS Agreement”

(c) Copy of the IDC email from UHF to the PI/Account Administrator

ii Note: If the Facilities and Administrative (“F&A”) cost is being waived, the amount of the unrecovered F&A cost (as calculated under the applicable standard rate) must be included in the myGRANT Proposal Development record.

iii Note: The approval of the Dean/Director in the myGRANT system will indicate the approval of any sponsor limited cap.

f. ORS will send the approved myGRANT proposal development record to UHF.

g. The Foundation Fiscal Office will generate a Memorandum of Agreement (MOA) between the Foundation and ORS. If the indirect costs for the project will be reduced or waived, the contract/agreement will specify the IDC rate, and include language stating that the UHF IDC rate is a result of the sponsor limited cap.
h. The MOA will be routed to the Foundation’s Controller for signature. The Foundation will then send the original and one copy of MOA to ORS, Sakamaki D200.

i. One copy will be sent to the originating department.

ii. One copy will be placed in the Foundation Fiscal Office’s pending files to ensure that it gets executed by ORS.

i. ORS will match the MOA to the approved myGRANT proposal development record and commence with normal ORS procedures regarding approval of the myGRANT proposal development record, contract negotiation and execution.

j. ORS will retain the executed original MOA and return the signed copy of the MOA to UHF.

k. When ORS returns the executed copy of the Foundation Fiscal Office, the contract amount will be encumbered to the appropriate project number in IFAS.

l. ORS will invoice the Foundation for any expenses it has paid in relation to the ORS agreement.

m. UHF will send the invoice to the Account Administrator for verification.

n. Upon account administrator approval, the UHF will pay for the expense.

o. Extensions to the Project Period and Additional Funds to Agreement requests should be submitted via a new “Request for Supplemental ORS Agreement.”