

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:
 - i Project Title
 - ii UH Department
 - iii Major Organization
 - iv Location
 - v Project Amount
 - vi Project Period
 - vii Source of Funds (Project Number)
 - viii Purpose
 - ix Email of PI/Account Administrator
 - x 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:
 - i It is a valid expense
 - ii 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."**