



June 26, 2020

MEMORANDUM

TO: Executive Leadership Team
Chancellor's Advisory Council
Principal Investigators

FROM: Louise Pagotto, Chancellor

SUBJECT: Facilities & Administrative Costs for Extramural Programs

Kapi'olani Community College is committed to extramural activities and has raised over \$8.3 million in grants and contracts in FY2020. With new opportunities comes the responsibility of aligning Kapi'olani's resources to facilitate the rapid growth in extramural revenue. To this end, I will be investing Research and Training Revolving Fund (RTRF) funds into the campus infrastructure to meet the administrative requirements for grants and contracts. See Appendix A for allowable RTRF expenditures.

Indirect cost waivers (full waivers) will no longer be considered for new proposals effective July 1, 2020. Faculty, administrators, and staff applying for extramural funding are responsible for budgeting facilities and administrative costs, and are encouraged to consult the Shared Services Center to develop their budgets accordingly. Preliminary review of proposal budgets will ensure compliance set by the University of Hawai'i System policies regarding facilities and administrative costs. See Appendix B for examples of facilities and administrative costs.

Congratulations on your fruitful efforts in promoting innovation at Kapi'olani Community College and thank you for the hard work in securing funding during these challenging times.

References:

- University of Hawai'i Administrative Procedure 8.927, Facilities & Administrative Cost Charges in Contracts and Grants,
<https://www.hawaii.edu/policy/?action=viewPolicy&policySection=ap&policyChapter=8&policyNumber=927>
- University of Hawai'i Community Colleges Policy 8.102B, Indirect Cost Reductions and Waivers,
http://uhcc.hawaii.edu/ovpcc/policies/UHCCP_8.102B
- University of Hawai'i Office of Research Services, Indirect Costs,
<http://www.ors.hawaii.edu/index.php/apply/budget-development/indirect-costs>

Appendix A
Research Training and Revolving Fund

University of Hawai‘i Executive Policy 12.216, Research Training and Revolving Fund further details three categories of costs the Chancellor is authorized to expend RTRF funds on, including:

- a. Research and training purposes which may result in additional research and training grants and contracts;
- b. Facilitating research and training at the university; and
- c. Further deposit into the discoveries and inventions revolving fund and the University of Hawai‘i housing assistance revolving fund.

Appendix B

Examples of Facilities & Administrative Costs

Accounting and Payroll
Administration – System, Campus, College, Department
Animal and Veterinary Services
Animal Welfare
Biological Safety
Capital Improvements
Custodial Services
Environmental Health and Safety
Equal Employment Opportunity/Affirmative Action (EEO/AA)
Export Controls
Facilities and Space Usage
Graduate Education
Human Resources (e.g. RCUH, Office of Human Resources)
Human Studies
Information Security
Information Technology
Library Services
Maintenance
Procurement and Disbursing (e.g. RCUH)
Publications and Subscriptions (selected)
Research Integrity Program
Responsible Conduct of Research
Risk Management
Security
Sponsored Projects Office (e.g. Office of Research Services)
Stockrooms
Technology Transfer Office
Title IX
Transportation Costs
Utilities