



August 16, 2010

**MEMORANDUM**

TO: Deans and Directors - University of Hawai'i at Manoa

FR: Yaa-Yin Fong, Director *Yaa-Yin Fong*  
Office of Research Services

RE: Principal Investigators' Exit from the University of Hawai'i

Please remind the Principal Investigators (PIs) in your unit of their responsibilities when they leave the University of Hawai'i (UH). If the faculty member has an active extramural award in his/her name as a PI, the PI with appropriate approvals is responsible to either transfer the responsibilities under the award to a new PI at UH, or make arrangements to transfer the award to his/her new institution. In either case, the PI is responsible to provide the sponsor with any deliverables due at the time of transfer, or to close out the award, if appropriate.

Recently, we have had sponsors inquire about overdue technical reports from PIs who have already left UH. It is a great administrative challenge for ORS to provide the required information, and failure to provide such reports on time could jeopardize UH's ability to apply for future grants from the same sponsors.

To avoid potential consequences, we are asking UH's deans and directors to provide ORS with the new contact information of all exiting faculty members by emailing [helpline@ors.hawaii.edu](mailto:helpline@ors.hawaii.edu). This will enable our office to contact the PI to acquire any overdue reports or sponsor-requested information.

Thank you for your assistance with this critical matter.

C: Fiscal Officers  
ORS Pre-Award Staff  
ORS Helpline