

What To Do When You Receive an Intramural Grant Award

You have just been notified that your seed money or research relations grant was awarded. Congratulations!

The first step is to contact Dawn Namahoe (933-3257, namahoed@hawaii.edu) from the UH Hilo Research Office who will set up your grant account. Funds for the grant come from UH Hilo's Research and Training Revolving Fund (RTRF) account, which stems from indirect costs that came to the university from extramural grants. The Research Corporation of the University of Hawaii (RCUH) administers the RTRF funds. Paula Gealon (933-0898, Gealon@hawaii.edu) at RCUH serves as the fiscal officer for the RTRF account. Dawn will explain the specific grant award and the process for accessing your account and making purchases, arranging for travel, and hiring personnel, as applicable. The account set up may require that certain compliance actions have been taken, such as approval of your study by the Human Studies Committee or the Institutional Animal Care and Use Committee.

Dawn will also assist with paperwork involved with purchasing, travel and human resources. While the Fiscal Officer is the official responsible for your budget and monitoring, Dawn can also informally help you set up recordkeeping for your grant. She often provides advice on how to accomplish the tasks you need done to assure the success of your project. Final decisions on these transactions are made by the Fiscal Officer.

There are administrative rules that need to be followed, and these can sometimes seem daunting, but the staff at RCUH and the Research Office is there to assist you, and allow your main focus to be on accomplishing the goals of your grant project.