



UNIVERSITY  
of HAWAII®  
MĀNOA

Ke Kulanui o Hawai'i ma Mānoa

April 14, 2025

**MEMORANDUM**

TO: Vice Provosts  
Mānoa Deans and Directors

FROM: Michael Bruno *Michael Bruno*  
Provost

Sandy French *S French*  
Chief Business Officer

SUBJECT: General Financial Planning to Support Operations Adjustments,  
Federal Extramural Funding, and Financial Mitigation Measures

Pursuant to the President's and Vice President for Budget and Finance/Chief Financial Officer's memo dated April 10, 2025 regarding "General Financial Planning to Support Operations Adjustments, Federal Extramural Funding, and Financial Mitigation Measures" and effective immediately, new policies are now in place regarding hiring, travel expenditures, and contracting for consulting or professional services.

Accordingly, Provost's approval will be required for the following:

- New hires funded by extramural funding, tuition and fees, and RTRF. This applies to permanent and temporary positions, and to all categories of employees except for graduate assistants and student help. We will work with each unit on your requests for GA hiring for the coming academic year.

Note that Mānoa's current process for approving permanent general-funded positions will not change.

- Travel on any source of funds, including funding provided by an external sponsor at no-cost to the university. Travel on UHF funds is exempted

from review. Travel requests that have already been approved in eTravel do not need to be submitted for review.

The campus unit will be responsible for covering travel costs in the event that the source of travel funding is later withdrawn.

- Consulting or Professional Services contracts over \$100,000/year, including renewals and extensions. President's approval is required for contracts above \$250,000/year.

Until templates can be created or modified to address these requirements, please use the following mechanisms to request approval:

- New hires: Prepare a memo to the Provost, routed through the Chief Business Officer, outlining the strategic significance and need for the hire. Address the availability and stability of the funding source.
- Travel: The eTravel system can be used to ad-hoc route the travel request document for approvals. The eTravel request must be routed to the Provost and the Chief Business Officer at least 30 days prior to the departure date. If extramural funds and/or RTRF funds are involved, ad-hoc route the document to Vice Provost for Research and Scholarship Christopher Sabine as an additional approver.

The eTravel request must address the criteria included in the President/Vice President's memo:

- Urgency;
  - Necessity, including for promotion and tenure considerations;
  - Traveler's role (annual conference attendee vs. active presenter, etc.)
  - Funding source and likelihood of reimbursement if grant-based.
- Consulting or Professional Services Contracts: Prepare a memo to the Provost, routed through the Chief Business Officer, outlining need for the services, alternatives that were considered, and consequences of not contracting for the services.

Please send questions to the [Mānoa Office of Business and Finance](#); we will endeavor to provide further clarification as soon as we can.

Thank you in advance for the important work you are each doing in these unprecedented times.