



Rule

15.01.01.L1 Administration of Sponsored Agreements – Research and Other

First Approved: April 24, 2014
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Rule Statement and Reason for Rule

In applying for and accepting sponsored agreements, Texas A&M International University (TAMIU) commits to fulfilling the purpose and requirements of each sponsored agreement through its oversight of TAMIU personnel, resources, and facilities.

The purpose of this Rule is to provide guidance for faculty and staff members at TAMIU regarding the preparation of sponsored agreements, allowability of costs, and management of sponsored activities.

Procedures and Responsibilities

1. TAMIU RESPONSIBILITY FOR SPONSORED AGREEMENTS

- 1.1 The President has delegated the primary responsibility for the content, scope, quality, facilities, funding, and conduct of sponsored agreements to the Provost and Vice President for Academic Affairs (Provost). Therefore, the Provost is the Institutional Official (IO) for overseeing all sponsored agreements.
- 1.2 Specific Roles and Responsibilities for Sponsored Agreements:
 - 1.2.1 The Provost will assign responsibility for each project or program to a principal investigator (PI) or project director to assure satisfactory progress in the conduct of the work with the terms and conditions of the agreements.

- 1.2.1.1 TAMIU is entrusted with the use of public funds, facilities, and other property for the welfare of the public. Such funds or facilities cannot be diverted, nor personnel assigned, to serve the specific interests of a private firm or individual unless the costs for such use of facilities and personnel are reimbursed under the terms of a specific sponsored agreement. Each faculty and staff member who participates in sponsored research or other sponsored agreements is responsible for ensuring that any research or other activity undertaken or recommended for approval is clearly consistent with this Rule.
- 1.2.1.2 Individuals engaged in externally funded sponsored agreements must comply with all relevant federal and sponsor requirements and Texas A&M University System (System) policies and regulations.
- 1.2.2 The Provost has designated the overall responsibility for the preparation, review, and submission of all externally-funded sponsored agreement applications to the Office of Research and Sponsored Projects (ORSP) and all fiscal project administration to the Office of Grants and Contracts (OGAC), except for applications submitted to a private source that are not research related. Non-research applications for funding from a foundation or any other private entity are submitted by the Office of Institutional Advancement and are under the oversight of the Vice President for Institutional Advancement.
- 1.2.3 ORSP will provide proposal administration for all other sponsored agreement applications. Sponsored agreement administration services provided by ORSP include:
 - 1.2.3.1 Providing support for the development of budgets for sponsored agreements, and in conjunction with OGAC, determining the allowability of costs for sponsored agreements;
 - 1.2.3.2 Providing support for the development of narratives for sponsored agreements;
 - 1.2.3.3 Ensuring compliance with applicable rules and procedures of TAMIU and the sponsor;
 - 1.2.3.4 Overseeing internal approvals for sponsored agreement applications;
 - 1.2.3.5 Overseeing submission of sponsored agreement applications;
 - 1.2.3.6 Programmatic monitoring of sponsored agreements; and
 - 1.2.3.7 Overseeing compliance with all regulatory requirements for scientific research including financial conflict of interest, export controls, environmental health and safety including biosafety, responsible conduct of research, research data stewardship and management, and all research involving animals, biohazards, and human subjects.

- 1.2.4 Sponsored agreement administration services provided by OGAC include:
 - 1.2.4.1 Reviewing budget proposals, negotiating contracts, and accepting awards including outgoing sub-award agreements and other agreements including risk assessment and mitigation for non-standard contract terms;
 - 1.2.4.2 Determining the allowability of costs charged on sponsored agreements including monitoring project budgets and time and effort reporting on grants;
 - 1.2.4.3 Administering projects including setting up accounts, approving new positions and salary distribution, monitoring sub-awards, completing sponsor billing, requesting drawdowns and deposits, voucher compliance, assisting with budget requests that require agency approval, financial reporting, closeout, and ensuring all fiscal compliance including salary compliance, and addressing financial compliance audit responses;
 - 1.2.4.4 Documenting the costs charged to sponsored agreements;
 - 1.2.4.5 Documenting and overseeing compliance of cost-sharing on sponsored agreements; and
 - 1.2.4.6 Implementing institutional reporting (i.e., TAMIU's Annual Financial Report, Texas Higher Education Coordinating Board, Legislative Budget Board, National Science Foundation, etc.)
- 1.2.5 The Provost has designated the management of business support services -- including travel, procurement, accounts payable, and voucher compliance -- to the respective departments.
- 1.2.6 The Provost has designated the overall management of faculty in performing the research and the management of facilities, property, and spaces used for externally-funded sponsored agreement applications to the appropriate college, department, or center.

Related Statutes, Policies, Regulations, or SAP's

Title 2 CFR, Part 220: OMB Circular A-21, [Cost Principles for Educational Institutions](#)

Title 2 CFR, Part 215: OMB Circular A-110, [Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations](#)

OMB Circular A-133, [Audits of States, Local Governments, and Non-Profit Organizations](#)

[Federal Acquisition Regulation](#) (current as of 6/26/2007)

Relevant system policies and regulations:

[Texas A&M University System Benefits Administration](#)

[System Policy 10.01, Internal Auditing](#)

[System Policy 15.01, Research Agreements](#)

[System Regulation 15.01.01, *Sponsored Agreements – Research and Other*](#)
[System Regulation 15.01.02, *Federal Procurement Integrity Act*](#)
[System Regulation 15.01.03, *Financial Conflicts of Interest in Sponsored Research*](#)
[System Policy 15.02, *Export Controls*](#)
[System Regulation 15.99.01, *Use of Human Subjects in Research*](#)
[System Regulation 15.99.02, *Classified Information*](#)
[System Regulation 15.99.03, *Ethics in Research, Scholarship and Creative Work*](#)
[System Regulation 15.99.05, *Research Compliance*](#)
[System Policy 17.01, *Intellectual Property Management and Commercialization*](#)
[System Policy 25.07, *Contract Administration*](#)
[System Regulation 25.07.01, *Contract Administration, Delegations and Reporting*](#)
[System Policy 31.01, *Compensation*](#)
[System Regulation 31.01.01, *Compensation Administration*](#)
[System Policy 31.05, *External Employment and Expert Witness*](#)

Relevant TAMIU rules and procedures:

[TAMIU SAP 15.01.01.L1.01, *Indirect Cost Revenue Distribution*](#)
[TAMIU SAP 15.01.01.L1.02, *Preparation, Approval and Submission of Proposals for Sponsored Agreements*](#)
[TAMIU SAP 15.01.01.L1.03, *Negotiation and Acceptance of Sponsored Agreements*](#)
[TAMIU SAP 15.01.01.L1.04, *Determination of Allowability and Documentation of Costs on Sponsored Agreements*](#)
[TAMIU SAP 15.01.01.L1.05, *Documentation and Other Aspects of Cost-Sharing*](#)
[TAMIU SAP 15.01.01.L1.06, *Recovery of Facilities and Administrative \(F&A\) Costs*](#)
[TAMIU SAP 15.01.02.L1.01, *Federal Procurement Integrity Act*](#)
[TAMIU Rule 15.01.03.L1, *Financial Conflicts of Interest in Sponsored Research*](#)
[TAMIU Rule 15.02.99.L1, *Export Controls*](#)
[TAMIU Rule 15.99.01.L1, *Use of Human Subjects in Research*](#)
[TAMIU Rule 15.99.03.L1, *Ethics in Research, Scholarship, and Creative Work*](#)
[TAMIU SAP 15.99.05.L0.01, *Using Controlled Substances in Non-Clinical Educational and Research Activities*](#)
[TAMIU Rule 15.99.06.L1, *Use of Biohazards in Research, Teaching, and Testing*](#)
[TAMIU Rule 15.99.07.L1, *Use of Vertebrate Animals*](#)

Definitions

For an exhaustive list of definitions on sponsored agreements, see Section 2 in:
[System Regulation 15.01.01, *Sponsored Agreements – Research and Other*](#)

For the definitions of terms related to sponsored agreements, see “Definitions” in:
[System Regulation 15.01.01, *Sponsored Agreements – Research and Other*](#)

Contact Office

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