

15.04 Sponsored Research Services

Approved January 30, 2014 (MO -2014)
Next Scheduled Review: January 30, 2019



Policy Statement

Texas A&M System Sponsored Research Services (SRS) manages pre-award and post-award functions of sponsored research for all members of The Texas A&M University System (system). Members managing sponsored research agreements, coded as National Association of College and University Business Officers (NACUBO) research function, within their organization must have requested and received approval from the vice chancellor for research (VCR) to manage these research agreements.

Reason for Policy

This policy describes the organizational responsibilities and authority of SRS.

Procedures and Responsibilities

1. GENERAL

- 1.1 SRS serves as the single provider of sponsored research administration services to all members that have sponsored research activity, except as listed in Section 4.
- 1.2 Sponsored research activity includes all research and development activities that are externally sponsored by federal and non-federal agencies and organizations and are coded as NACUBO research function.
- 1.3 Research administration services provided by SRS include proposal administration, contract negotiation, project administration and reporting, sub-recipient monitoring, travel reimbursement services, procurement services, sponsor billings and voucher compliance.
- 1.4 The executive director of SRS is responsible for the daily administration, management and operation of SRS.

2. IMPLEMENTATION

- 2.1 SRS's authority includes establishing and maintaining procedures consistent with system policies and regulations for the services it provides to members. These

procedures should address the following and affirm SRS' responsibilities in the following areas:

- (a) Proposal administration including budget development, proposal routing for approvals and proposal submission;
- (b) Contract negotiation and acceptance of awards including outgoing subaward agreements and other agreements that are directly tied to a sponsored research project;
- (c) Project administration including project set-up, project monitoring, project payroll, subaward monitoring, financial compliance, reporting and closeout; and
- (d) Business support services including travel, procurement, accounts payable, voucher compliance, property, sponsor billings and financial reporting. With assistance from the members, SRS will address financial compliance audit responses.

2.2 Members utilizing SRS services will establish and maintain guidelines consistent with system policies and regulations addressing their responsibilities in the following areas:

- (a) Approval of proposals for the member;
- (b) Management of faculty, faculty equivalents and staff in performing the research within established requirements for compliance and within the appropriate department, college or center;
- (c) Management of facilities and spaces used in performing the research and within established requirements;
- (d) Resource allocation (i.e., indirect cost rates, waivers, reductions, cost sharing, sources of funding, interim funding sources and other security risks, etc.);
- (e) Compliance with all regulatory requirements for scientific research including Financial Conflict of Interest (FCOI), Time and Effort, Export Controls, Environmental Health and Safety, Responsible Conduct in Research, Research Data Stewardship and Management and all research involving animals, biohazards and human subjects;
- (f) Institutional reporting responsibilities with assistance from SRS in providing information to members for reconciliation and use in institutional reporting (i.e., for the Annual Financial Report, Texas Higher Education Coordinating Board, Legislative Budget Board, National Science Foundation, etc.); and
- (g) Risk assessment and mitigation for non-standard contract terms.

2.3 Members utilizing SRS services shall ensure that appropriate delegations are in place to streamline interfaces with SRS.

3. OVERSIGHT AND GUIDANCE

- 3.1 The SRS CEO Advisory Board provides input to the SRS leadership team on issues facing SRS and its member stakeholders. Upon the recommendation of the VCR, the members of the SRS CEO Advisory Board will be appointed by the chancellor.
 - 3.2 The SRS Continuous Research Operations Improvement Committee (CROI) provides direct input, advice and support from members including the identification of best practices for optimum customer service and cost-effective operations, the development of SRS procedures and the reconciliation of different member guidelines. Members that utilize SRS for research administration services will have one representative on CROI as appointed by the respective CEOs. Additionally, the chair of the Texas A&M University Council of Deans will appoint a representative to CROI.
 - 3.3 The Principal Investigator / Faculty Advisory Committee (PIFAC) represents the interests and concerns of the research community and provides input to the SRS leadership team and member CEOs on matters that affect SRS operations, including enhancements to customer service and the establishment of best practices. Members that utilize SRS for research administration services will have one representative on PIFAC as appointed by the respective CEOs. Additionally, the chair of the Council of Principal Investigators (CPI), the chair of the Texas A&M University Faculty Senate Research Committee, the chair of the Texas A&M University Council of Deans and the VCR will each appoint a representative to PIFAC.
4. EXCEPTED RESEARCH PROJECTS OR RESEARCH-RELATED ACTIVITIES
 - 4.1 The research projects or research-related activities described in this Section 4 are not required to be administered by SRS.
 - 4.2 Projects or activities funded directly by specific state or federal appropriations are not considered sponsored research activities for purposes of this policy.
 - 4.3 Gift and donor agreements defined under System Regulation *21.05.01, Gifts, Donations, Grants and Endowments*, even if coded as NACUBO research function, are not considered sponsored research activity.
 - 4.4 A member seeking to manage a sponsored research agreement, coded as NACUBO research function, as an exception to this policy must first submit a request to do so signed by the member CEO to the VCR. The decision of the VCR may be appealed by the member CEO through the VCR to the chancellor.

Related Statutes, Policies, or Requirements

[System Policy 15.01, Research Agreements](#)

[System Regulation 15.01.01, Administration of Sponsored Agreements – Research and Other](#)

Member Rule Requirements

A rule is not required to supplement this policy.

Contact Office

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