

15.04 Sponsored Research Services

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Policy Summary

Texas A&M Sponsored Research Services (SRS) provides pre-award and post-award sponsored research administrative services to certain members of The Texas A&M University System (system) to assist faculty and researchers in securing funding and ensure compliance with various requirements applicable to sponsored research projects.

Policy

1. BENEFITS OF A SHARED SERVICE TO CERTAIN MEMBERS AS IT APPLIES TO THIS POLICY
 - 1.1 Members comprising the Texas A&M Research Enterprise (as defined below), due to its land-grant mission, are large and uniquely diverse. Although they are separate state agencies, they routinely share research resources and infrastructure.
 - 1.2 Although separate state agencies for state reporting purposes, Texas A&M University (including the Texas A&M University Health Science Center), System Offices, and the system agencies (collectively, the Research Enterprise), report as one entity as Texas A&M University in the National Science Foundation Higher Education Research and Development Survey for the purposes of national rankings and evaluations of universities.
 - 1.3 The members comprising the Research Enterprise may share a physical plant and facilities and, thus, a shared facilities and administrative cost rate for sponsored agreements.
 - 1.4 The success of the Research Enterprise depends heavily on the ability of the faculty of the various disciplines assigned to the members to work together strategically and collaboratively on multi-disciplinary projects through joint appointments and other collaborative relationships and arrangements.
 - 1.5 Pooling human and financial resources into one sponsored research management shared service provides efficient quality services and compliance in support of the multi-disciplinary researchers and the administration of the Research Enterprise.

2. GENERAL

- 2.1 SRS serves as the primary provider of sponsored research administration services to the Research Enterprise members that have sponsored research activity, except as listed in Section 5.
- 2.2 “Sponsored research activity,” for purposes of this policy, includes all sponsored research, as defined in System Regulation *15.01.01, Sponsored Agreements – Research and Other*, activities that are coded as a NACUBO research function.
- 2.3 Sponsored research administration services provided by SRS include, but are not limited to, proposal administration, agreement negotiation, post-award administration and reporting, sub-recipient monitoring, sponsor billings, and sponsor and agreement compliance.
- 2.4 SRS responsibilities include the management and oversight of the electronic research information system for sponsored research proposals, agreements and awards.
- 2.5 The executive director of SRS is responsible for the daily administration, management and operation of SRS, including the electronic research information system.

3. IMPLEMENTATION

- 3.1 SRS’s authority includes establishing and maintaining procedures consistent with system policies and regulations for the services it provides to members. These procedures must address the following and affirm SRS’s responsibilities in the following areas:
 - (a) Proposal administration including budget development, proposal routing for approvals and proposal submission;
 - (b) Except as described in Section 5.2, agreement negotiation and acceptance of awards including outgoing sub-award agreements and other agreements that are directly tied to a sponsored research project;
 - (c) Post-award administration including project set-up, project monitoring, employment compensation compliance, sub-award monitoring, financial compliance, sponsor billing, financial reporting, other sponsor-required reporting, and closeout;
 - (d) Electronic research information system services and priorities in support of the administration of sponsored research agreements; and
 - (e) Collaboration and assistance with member audits and their respective management practices.
- 3.2 Members utilizing SRS services must establish and maintain procedures consistent with system policies and regulations addressing their responsibilities in the following areas:
 - (a) Institutional 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) Procurement of goods and services and the accounts payable function relating to sponsored research disbursements;
- (e) Institutional/Member resource allocations (i.e., indirect cost rates, waivers, reductions, cost sharing, sources of funding, interim funding sources and other security risks, etc.);
- (f) Compliance with all regulatory requirements for scientific research including Financial Conflict of Interest, 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;
- (g) 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
- (h) Risk assessment and mitigation for non-standard agreement terms.

3.3 Members utilizing SRS services must ensure that appropriate delegations and procedures are in place to align with SRS processes and timelines

4. OVERSIGHT AND GUIDANCE

- 4.1 SRS (including the electronic research information system) reports to the VPR at Texas A&M University.
- 4.2 The VPR collaborates with the Research Enterprise member chief executive officers (CEO) and/or the chief research officers (CRO) advisory council for the purposes of overseeing the SRS shared services and ensuring that such members' needs are being addressed.

5. EXCEPTED RESEARCH PROJECTS OR RESEARCH-RELATED ACTIVITIES

- 5.1 Research Enterprise members that have research projects or research-related activities described in this section may, but are not required, to utilize SRS services for such projects or activities.
 - 5.1.1 Projects or activities funded directly by specific state or federal appropriations.
 - 5.1.2 Gift and donor agreements defined under System Regulation *21.05.01, Gifts, Donations, Grants and Endowments*, even if coded as a NACUBO research function.
 - 5.1.3 Agreements for sponsored research activity funded by industry, commodity organizations, or local governmental entities, provided that post-award administration of these agreements is performed by SRS.

- 5.3 If a Research Enterprise member desires to manage a sponsored research activity as an exception to this policy, the member must submit a request to do so signed by the member CEO to the VPR. The decision of the VPR may be appealed by the member CEO to the chancellor.

6. SRS SERVICES TO OTHER MEMBERS

- 6.1 Members that are not part of the Research Enterprise wishing to utilize the services provided by SRS may do so through an intrasystem cooperation contract approved by the member CEO or designee, the executive director of SRS and the VPR at Texas A&M University.
- 6.2 Fee assessment methodology by SRS is the same as for the Research Enterprise members. Services offered by SRS is the same as for the Research Enterprise member unless otherwise approved by the member CEO or designee, the executive director of SRS and the VPR at Texas A&M University.
- 6.3 Such agreements must address effective dates, implementation and transition of member responsibilities to SRS services by the non-Research Enterprise members.
- 6.4 Such agreements must also address the termination of SRS services that includes a grace period for transitioning services back to such members and provide sufficient time for SRS to adjust its staffing size and other operations impacted by such termination and transition.

Related Statutes, Policies, or Requirements

[System Policy 15.01, Research Agreements](#)

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

[System Regulation 21.05.01, Gifts, Donations, Grants and Endowments](#)

Member Rule Requirements

A rule is not required to supplement this policy.

Contact Office

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