

STEPHEN F. AUSTIN  
STATE UNIVERSITY

Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Grants and Contracts Administration

**Policy Number:** 8.3

**Is this policy new, being reviewed/revised, or deleted?**    Review/Revise

**Date of last revision, if applicable:** 7/28/2015

**Unit(s) Responsible for Policy Implementation:** Provost and Vice President for Academic Affairs

**Purpose of Policy (what does it do):** The Office of Research and Graduate Studies establishes and makes available procedures for the programmatic administration of grants, contracts and other sponsored agreements.

**Reason for the addition, revision, or deletion (check all that apply):**

- ☒ Scheduled Review      ☐ Change in law      ☐ Response to audit finding  
☐ Internal Review      ☐ Other, please explain:

*Please complete the appropriate section:*

**Specific rationale for new policy:**

**Specific rationale for each substantive revision:** Updates of titles

**Specific rationale for deletion of policy:**

*Additional Comments:*

Reviewers:

Academic Affairs Policy Committee  
Steve Bullard, Provost and Vice President for Academic Affairs  
Damon Derrick, General Counsel

## Grants and Contracts Administration

**Original Implementation:** August 1, 2000

**Last Revision:** ~~July 28, 2015~~ January 29, 2019

The ~~provost and vice president for academic affairs~~ *dean of research and graduate studies* establishes and makes available procedures for the programmatic administration of grants, contracts and other sponsored agreements. These procedures are outlined in the **Grants and Contracts Procedures Manual** published by the Office of Research and ~~Sponsored Programs (ORSP)~~ *Graduate Studies (ORGS)*. The controller establishes internal controls for the fiscal administration and reporting of grants, contracts and other sponsored agreements and is responsible for the negotiation of facilities and administrative (indirect) cost rate agreements with the federal cognizant agency.

These controls and procedures are designed to ensure that sponsored activities are conducted in accordance with university policies and procedures, with laws and regulations, and with the provisions of the grants, contracts and sponsored agreements themselves.

**Cross Reference:** 2 C.F.R. Part 200; ~~ORGSSP~~ Grants and Contracts Procedures Manual.

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact for Revision:** ~~Director~~ *Dean*, Office of Research and ~~Sponsored Programs~~ *Graduate Studies*

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs