

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:** 1/29/2019

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

**Purpose of Policy (what does it do):** Grants related policy to ensure sponsored activities are conducted in accordance with university policies and procedures.

**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:** No changes.

**Specific rationale for deletion of policy:**

*Additional Comments:*

Reviewers:

Academic Affairs Policy Committee  
Lorenzo Smith, Provost and Executive Vice President for Academic  
Damon Derrick, General Counsel

## Grants and Contracts Administration

**Original Implementation:** August 1, 2000

**Last Revision:** ~~January 29, 2019~~ April 12, 2022

The 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 Graduate Studies (ORGS). The *division of finance and administration 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; ORGS Grants and Contracts Procedures Manual

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

**Contact for Revision:** Dean of Office of Research and Graduate Studies

**Forms:** None

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