



Grants and Contracts Administration

Purpose

The purpose of this policy is to outline the responsibilities and procedures for processing grants, contracts, and other sponsored agreements in the Office of Research and Graduate Studies (ORGS).

Persons Affected

This policy applies to all employees involved in the administration of grants, contracts and other sponsored agreements.

Policy

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 ORGS. The division of finance and administration 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.

Related Statutes or Regulations, Rules, Policies, or Standards

2 C.F.R. Part 200

UTS 125 Guidance for Negotiating Research Agreements with Sponsors and Processing Research and Intellectual Property Agreements

ORGS Grants and Contracts Procedures Manual

Responsible Executive

Provost and Executive Vice President for Academic Affairs

Forms

None

Revision History



**STEPHEN F. AUSTIN
STATE UNIVERSITY**

Handbook of
Operating Procedures

Policy Number: 02-407
Last Revised: N/A

September 1, 2023 (original)