



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

### **HSCEP OP: 73.13, Approval Process for External Funding Requests**

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSCEP) Operating Policy and Procedure (HSCEP OP) is to set forth the process by which proposals requesting financial support from external sources (referred to as sponsored projects) are reviewed and approved prior to submission.

**REVIEW:** This HSCEP OP will be reviewed by June 1 of each odd-numbered year (ONY) by the Director of the Office of Sponsored Programs (OSP) and the Vice President for Research (VPR) by June 15.

### **POLICY/PROCEDURE:**

#### **1. Definitions**

- a. Sponsored projects shall be defined as externally-funded activities in which a formal written agreement, i.e. a grant, contract, or cooperative agreement, is entered into by TTUHSCEP and the sponsor. A sponsored project may be thought of as a transaction in which there is a specified statement of work with a related, reciprocal transfer of funding. The statement of work is usually supported by both a project schedule and a line-item budget, both of which are essential to financial accountability.
- b. Sponsored projects include consortium and subcontract agreements in which another entity is the lead applicant. TTUHSCEP faculty and staff participating in such projects must provide 1) a signed OSP Routing Sheet (Attachment A); 2) a Statement of Work that describes the TTUHSCEP portion of the project; and 3) the proposed TTUHSCEP portion of the budget.
- c. For the purpose of these operating policies and procedures, gifts and donations are not considered sponsored projects and are defined as follows: charitable contributions of any kind of property, real or personal, including pledges, which are given for restricted or unrestricted purposes by donors from the private sector (e.g., individuals, foundations and corporations). A gift is bestowed by the donor voluntarily and without expectation of any tangible return (for more information on gifts see TTUHSCEP OP 02.02 Solicitation of Gifts and Grants from Private Philanthropic Sources.)
- d. Any funding request to a government agency at the federal, state, or local level, in support of TTUHSCEP activities is considered a sponsored project.

#### **2. Submission Process**

- a. The Office of Sponsored Programs (OSP) is the central administrative office responsible for submitting proposals and accepting awards on behalf of TTUHSCEP.
- b. Routing proposals through OSP. Proposals to external agencies requesting funds and/or committing TTUHSCEP resources must be reviewed, approved, and signed by an authorized institutional official. The OSP Routing Sheet (Attachment A) is the form used to obtain this approval and assures concurrence by the Department, COE, Unit, of the principal investigator/project director. Routing Sheets are required for new proposals as

well as non-competing continuation requests and competing renewals. Routing Sheets must be accompanied by the complete grant application.

- c. Submission Deadline. Adequate lead-time is needed for review by OSP staff and to obtain institutional approval prior to submission to the sponsor. OSP requires five (5) working days to review proposals and secure appropriate signatures.
- d. Routing Electronic Proposals. Electronic proposals are subject to the same requirements as paper proposals and must receive institutional review and approval prior to submission.
- e. Responsibilities of the VPR. The VPR or designee shall be responsible for implementation of this policy through establishment of appropriate policies and procedures, and is delegated by the President of the TTUHSCEP, the authority to establish and oversee such policies and procedures. .