



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

### **HSCEP OP: 65.06, Contracts and Grants Made Directly to Individuals**

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to establish the conditions governing a grant or consulting contract made directly to an individual employee of TTUHSC El Paso. It is the responsibility of the person(s) affected by the HSCEP OP to adhere to the policy as established here.

**REVIEW:** This HSCEP OP will be reviewed March 1 of every odd-numbered year by the director of contracts and grants accounting, with recommendations for revisions submitted to the chief financial officer, or his/her designee, by March 15.

### **POLICY/PROCEDURES:**

#### **I. General Policy:**

The intent of this policy is the prevention of the use of TTUHSC El Paso resources for personal gain by an employee.

#### **II. Application of Policy:**

- A. Employees must process all grants and contracts through the administrative channels of TTUHSC El Paso. Employees may not use institutional resources in carrying out the provisions of the grant or contract unless: (1) he/she has secured the approval of institutional administration and (2) an institutional budget has been established for that purpose.
- B. It is the policy of TTUHSC El Paso administration to review grants and contracts made directly to individuals when the resources of the institution will be used in the fulfillment of that grant or contract, including:
  - 1. Facilities, including office space, laboratory space, clinical space, and any other area within TTUHSC El Paso;
  - 2. Plant operations and maintenance, including utilities, janitorial services, routine maintenance, and repairs;
  - 3. Library resources, including books, library staff, and computer information systems;
  - 4. TTUHSC El Paso personnel in academic, administrative, and/or other support areas during the time they are fulfilling their TTUHSC El Paso paid responsibilities; or
  - 5. Any and all factors contributing to institutional expenses, whether direct or indirect.
- C. Funding received for grants and contracts that use institutional resources must be made payable to TTUHSC El Paso and deposited in an institutional account per applicable TTUHSC El Paso operating policies.