



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 (TTUHSC El Paso) 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 associate managing director of the Office of Sponsored Programs (OSP) and the vice president for research (VPR), with recommendations for revision forwarded to the chief financial officer by June 15.

POLICY/PROCEDURE:

I. Definitions

- A. Sponsored projects shall be defined as externally-funded activities in which TTUHSC El Paso enters into a formal written agreement (i.e., a grant, contract, cooperative agreement, etc.) with a sponsor. A sponsored project may be considered 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. Excluded from this definition are contracts for clinical services with a hospital or related entity or contracts for the training of resident physicians.
- B. Sponsored projects do include consortium and sub-award agreements in which another entity is the lead applicant. TTUHSC El Paso faculty and staff participating in such projects must provide 1) a signed OSP Route Sheet (Attachment A), which can be found on the OSP website; 2) a Statement of Work that describes the TTUHSC El Paso portion of the project; and 3) the proposed TTUHSC El Paso portion of the budget.
- C. For the purpose of this HSCEP OP, 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 (i.e., individuals, foundations and corporations). A donor bestows a gift voluntarily and without expectation of any tangible return. For more information on gifts see TTUHSC El Paso HSCEP 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 TTUHSC El Paso activities is considered a sponsored project.

II. Submission Process

- A. The OSP is the central administrative office responsible for submitting proposals and accepting awards on behalf of TTUHSC El Paso.
- B. All proposals (including proposals submitted via electronic portals, sent via United States postal services, sent via email, etc.) are subject to the same requirements and must receive institutional review and approval prior to submission.

- C. Notice of Intent (NOI). The OSP requires the principal investigator/project director to submit an electronic NOI a minimum of thirty (30) calendar days prior to the sponsor deadline.
- D. Routing proposals through the OSP. Proposals to external agencies requesting funds and/or committing TTUHSC El Paso resources must be reviewed, approved, and signed by an authorized institutional official. The OSP Route Sheet (Attachment A) is the form used to obtain this approval and assures concurrence by the department and the principal investigator/project director. The OSP Route Sheet is required for new proposals as well as non-competing continuation requests and competing renewals.
- E. Submission Deadline. Adequate lead-time is needed for the OSP to review and secure appropriate signatures prior to submission of the proposal to the sponsor. The principal investigator/project director is responsible for submitting to the OSP the Personnel Worksheet a minimum of twenty (20) calendar days prior to the sponsor deadline, the project budget and budget justification a minimum of fifteen (15) calendar days prior to the sponsor deadline and the fully signed OSP Route Sheet and final proposal documents a minimum of five (5) business days prior to the sponsor deadline.
- F. Responsibilities of the VPR. The VPR or his/her designee shall be responsible for implementation of this policy through establishment of appropriate policies and procedures, and is delegated by the president of TTUHSC El Paso, the authority to establish and oversee such policies and procedures.