



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 programs (SP)) 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 directors of SP and the vice president for research (VPR), with recommendations for revision forwarded to the chief financial officer (CFO) by June 15.

POLICY/PROCEDURE:

I. Definitions

- A. SP 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 program/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. Excluded from this definition are contracts for clinical services with a hospital or related entity or contracts for the training of resident physicians.
- B. SP/projects include consortium and sub-award agreements in which another entity is the lead applicant.
- C. For the purpose of this HSCEP OP, gifts and donations are not considered SP/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 HSCEP OP 02.02, Solicitation of Gifts and Grants from Private Philanthropic Sources.
- D. When requesting funds from foundations, corporations or private sponsors, a Funding Determination Worksheet, Attachment A, will be used to determine whether a project will be processed as a SP/project or a gift.

II. Submission Process

- A. SP is the central administrative office responsible for and legally able to submit proposals to external entities for financial support in the form of a contract, grant or agreement as well as accepting awards on behalf of TTUHSC El Paso.

- B. *Routing Proposals through SP.* Proposals to external agencies requesting funds and/or committing TTUHSC El Paso resources must be reviewed, approved, and signed by an authorized institutional official prior to submission. Cayuse is the electronic grants management system used to obtain this approval and assures concurrence by the project director's department, school or unit administration.
- C. *Submission Deadline.* Adequate lead-time is needed for review by SP staff and to obtain institutional approvals prior to submission to the sponsor. SP requires the principal investigator/project director to provide a notice of intent thirty (30) calendar days prior to the sponsor deadline by starting a proposal record using Cayuse, the electronic grants management system for TTUHSC El Paso.
- D. *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.