

Policies of the University of North Texas	Chapter 13
13.007 Sponsored Projects	Research

Policy Statement. UNT encourages faculty and staff members to seek external support for sponsored projects related to teaching, research and public service. UNT recognizes the principle that such activities increase the excellence of instruction and are vital to the university’s academic mission. Teaching, research and public service activities are an essential part of the academic responsibilities of faculty members. Sponsored project funding is a valuable resource that can make these activities possible, and should be actively pursued and fully utilized. Faculty members are encouraged to engage in teaching, research, and public service activities that lend themselves to the involvement of students and to integrate these activities with traditional instruction when possible.

Application of Policy. Faculty and staff engaged in sponsored project activities.

Definitions.

1. **Award.** “Award” means a grant, contract, subcontract, subgrant or cooperative agreement that provides funding from an external sponsor of a sponsored project and is entered into between the sponsor and UNT.
2. **Instruction Project.** “Instruction Project” means any project involving teaching or training activities funded by an externally sponsored grant or contract, excluding research training activities, which are considered research projects.
3. **Principal Investigator.** “Principal Investigator” (PI) means a single individual who, in the event of an award from an external funding agency, shall have the full and final responsibility for the conduct of the sponsored project as proposed and as set forth in the award.
4. **Public Service Project.** “Public Service Project” means any project involving activities other than instruction or research such as public health and community service programs.
5. **Research Project.** “Research Project” means a systematic study directed toward fuller scientific knowledge or understanding of the subject studied. It also involves the training of individuals in research techniques where such activities utilize the same facilities as other research activities.
6. **Sponsored Project.** “Sponsored Project” means an instruction project, public service project, or research project funded by an external sponsor through an award with UNT, where one or more of the following obligations applies:

- a. Financial Obligation – UNT is required to comply with conditions imposed when a sponsor awards funding for the performance of services or delivery of products described in a statement of work;
- b. Regulatory Obligation – UNT is required to comply with sponsor regulations;
- c. Reporting Obligation – UNT is required to provide to the sponsor technical performance reports or regulatory or administrative reports;
- d. Accounting Obligation – UNT is required to establish a separate accounting record of project expenditures to demonstrate allowance of costs, to maintain financial accountability, to make financial reports to the sponsor, and to preserve appropriate records for an audit.

Procedures and Responsibilities.

1. Sponsored projects must support the research, educational and service mission of UNT as well as the objectives of the principal investigator. UNT will accept external funding for sponsored projects when:
 - a. The sponsored project is consistent with UNT’s mission, supportive of UNT’s commitment to students and the community, and consistent with UNT’s adherence to the principles of academic freedom;
 - b. The sponsored project is consistent with the standards and objectives of the applicable department and within the competence of the principal investigator;
 - c. The sponsored project is compatible with UNT’s facilities, financial resources, and administrative capacities; and
 - d. The sponsored project has value to UNT.
2. Faculty and staff members who engage in sponsored project activity are required to do so within the institutional framework of UNT. Faculty or staff members must coordinate with the Office of Research and Innovation in seeking external funding for sponsored projects. The Office of Research and Innovation is responsible for the submission of all project proposals to external sponsors related to research, instruction or public service; negotiation of terms and conditions of awards; acceptance of awards; post-award administration; sub-recipient monitoring; sponsor billings and sponsored project compliance.

Responsible Party: Faculty or staff who wish to engage in sponsored project activity, Office of Research and Innovation

3. The principal investigator engaging in sponsored project activity is responsible for the completion of training as required by the Office of Research and Innovation; conducting the sponsored project after an award has been made in accordance with

the proposal and the terms and conditions of the award; supervising students and staff involved with the sponsored project; adhering to the sponsored project budget as set forth in the award; maintaining the level of effort described in the award or if changes are necessary, contacting the Office of Research and Innovation and coordinating with that Office to obtain necessary consents to a change; notifying the Office of Research and Innovation before making any substantive changes to the terms and conditions of an award; and preparing timely and accurate technical reports and publications and submitting them as required in an award.

Responsible Party: Principal Investigators

4. The Office of Research and Innovation shall maintain central administrative processes, systems and procedures to support sponsored projects on the Office of Research and Innovation website.

Responsible Party: Office of Research and Innovation

5. Departments and Colleges shall establish department and college administrative processes, systems and procedures to support sponsored projects and that do not conflict with the processes, systems and procedures of the Office of Research and Innovation.

Responsible Party: All Department Chairs and Deans

6. Faculty and staff engaged in sponsored project activity shall comply with the central administrative processes, systems and procedures on the Office of Research and Innovation website and with applicable department and college administrative processes, systems and procedures.

Responsible Party: Faculty and staff engaged in sponsored project activity, including but not limited to principal investigators, Department Chairs, Deans, and Office of Research and Innovation

7. Faculty and staff engaged in sponsored project activity shall ensure compliance with all regulatory requirements for scientific research including financial conflict of interest, time and effort, export controls, environmental health and safety, responsible conduct in research, research data stewardship and management and all research involving animals, biohazards and human subjects as well as all other applicable federal and state laws and regulations, institutional policies and sponsor guidelines and requirements of awards.

Responsible Party: Faculty and staff engaged in sponsored project activity, including but not limited to PIs, Department Chairs, Deans, and Office of Research and Innovation

References and Cross-references.

UNT Policy 13.008, Proposal Submissions to External Sponsors

UNT Policy 13.009, Grants and Contracts Related to Sponsored Projects

UNT Policy 13.002, Award Management of Sponsored Projects

UNT Policy 13.003, Recovery and Distribution of Facilities and Administration Funds

Forms and Tools.

[Office of Research and Innovation Website](#)

Principal Investigator Handbook

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