

The Policies of the University of North Texas	Chapter 13
13.009 Grants and Contracts Related to Sponsored Projects	Research

Policy Statement.

This policy sets out requirements related to the negotiation and acceptance of grants and contracts related to or arising from sponsored project efforts, which includes but is not limited to federal, state, or industry contracts for research studies; nondisclosure agreements; and material transfer agreements.

Application of Policy.

This policy applies to all faculty and staff members engaged in sponsored project activities.

Definitions.

1. **Contract.** “Contract” is defined as any document in which there is an offer and acceptance, and something of value is exchanged. Contracts related to sponsored project activity can include but are not limited to: documents with the title of contract, agreement, memorandum of understanding, affiliation agreement, cooperative agreement, grant, interagency contract, professional services agreement, letter agreement, letter of intent, nondisclosure agreement, material transfer agreement, a purchase order from a sponsor, and unilateral agreements from a sponsor that do not require an institutional signature.
2. **Instruction Project.** “Instruction Project” shall mean 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) shall mean 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 project as proposed and as set forth in the contract or grant.
4. **Public Service Project.** “Public Service Project” shall mean any project involving activities other than instruction or research such as public health and community service programs.
5. **Research Project.** “Research Project” is defined as 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" shall mean an instruction project, public service project, or research project funded by an external sponsor with an expected outcome or deliverable.

Procedures and Responsibilities.

1. Ensure completion of the proposal submission process set forth in UNT Policy 13.008, prior to the initiation of negotiation of a grant or contract with an external sponsor.

Responsible Party: All faculty and staff members engaged in sponsored project activities

2. When notified by an external sponsor that a proposal has been accepted, inform the Research Services Office.

Responsible Party: All faculty and staff members engaged in sponsored project activities

3. Develop/review and negotiate grants and contracts related to sponsored projects. For all grants and contracts, ensure compliance with federal and state laws and regulations; institutional policies, and Regents Rules of the University of North Texas System Board of Regents. Obtain approval of grants and contracts from the Purchasing and Payment Services Department and the UNT System Office of General Counsel, as necessary.

Responsible Party: Research Services Office

4. During grant or contract review, determine whether incremental or total funding in advance should be required from the external sponsor. If the sponsor is unwilling to provide sufficient guaranteed advance or incremental funding, obtain an approval from the department, school or college for a pre-spending guarantee. Decline a sponsored project if the financial status of the sponsor is determined to be unacceptable.

Responsible: Research Services Office

5. Review grant or contract to ensure ability to perform in accordance with its terms and conditions and resolve any issues with the Research Services Office.

Responsible Party: Principal Investigator

6. In accordance with the Regents Rule on Contracts and Agreements, obtain authorized signatures on the final grant or contract from the appropriate representative for UNT and the external sponsor.

Responsible Party: Research Services Office

7. Maintain grant and contract documentation in accordance with the UNT record retention policy, sponsor requirements, and applicable federal and state laws and regulations.

Responsible Party: Research Services Office

References and Cross-references.

Regents Rule 03.900, Delegation of Authority for Contracts and Agreements

UNT Policy 13.007, Sponsored Projects

UNT Policy 13.008, Proposal Submissions to External Sponsors

UNT Policy 04.008, Record Retention

Forms and Tools.

Research Services Standard Agreement Forms:

<http://research.unt.edu/ors/documents/agreements.htm>

Research Services Handbook:

http://research.unt.edu/ors/orshandbook.htm#spon_proj

Approved: 11/19/10

Effective: 11/19/10

Revised: