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| Policies of the University of North Texas at Dallas | Chapter 13 |
| 13.001 Sponsored Projects | Research |

Policy Statement. UNT Dallas encourages faculty and staff members to seek external support for sponsored projects related to teaching, research and public service. UNT Dallas recognizes the principle that such activities increase the excellence of instruction and are vital to the academic mission of UNT Dallas. 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 for a sponsored project and is entered into between the sponsor and UNT Dallas.
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 an 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 projects.
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 a project funded by an external sponsor through a grant or contract with UNT Dallas where one or more of the

following obligations apply (examples of sponsored projects include but are not limited to instruction projects, public service projects, or research projects):

- a. Financial obligation – UNT Dallas 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 Dallas is required to comply with sponsor regulations, which may include federal or state regulations;
- c. Reporting obligation – UNT Dallas is required to provide to the sponsor technical performance reports or regulatory or administrative reports;
- d. Performance Obligation – UNT Dallas is required to perform within a certain period and may be required to meet other specified requirements related to performance;
- e. Accounting obligation – UNT Dallas is required to establish a separate accounting record of project expenditures to demonstrate allowance of costs, to maintain financial accountability, to provide financial reports to the sponsor, and to preserve appropriate records for audit purposes.

Procedures and Responsibilities.

1. Sponsored projects must support the research, educational and service mission of UNT Dallas as well as the objectives of the principal investigator. UNT Dallas will accept external funding for sponsored projects when:
 - a. The sponsored project is consistent with the mission of UNT Dallas, supportive of the commitment of UNT Dallas to students and the community, and consistent with adherence of UNT Dallas 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 facilities, financial resources, and administrative capacities of UNT Dallas; and
 - d. The sponsored project has value to the UNT Dallas.

Responsible Party: Faculty or staff who wish to engage in sponsored project activity; Office of Sponsored Projects

2. Faculty and staff members who engage in sponsored project activity are required to do so within the institutional framework of UNT Dallas. Faculty or staff members must coordinate with the Office of Sponsored Projects in seeking external funding for sponsored projects. The Office of Sponsored Projects 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 projects compliance.

Responsible Party: Faculty or staff who wish to engage in sponsored project activity; Office of Sponsored Projects

3. The principal investigator engaging in sponsored project activity is responsible for the completion of training as required by the Office of Sponsored Projects; 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 Sponsored Projects and coordinating with that Office to obtain necessary consents to a change; notifying the Office of Sponsored Projects 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 Sponsored Projects shall establish central administrative processes, systems and procedures to support sponsored projects and maintain on the Office of Sponsored Projects website.

Responsible Party: Office of Sponsored Projects

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 Sponsored Projects.

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 Sponsored Projects 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 Principle Investigators, Department Chairs, Deans, and Office of Sponsored Projects

7. Faculty and staff engaging 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 Principal Investigators, Department Chairs, Deans, and Office of Sponsored Projects

References and Cross-references.

Forms and Tools.

[Office of Sponsored Projects Website](#)

Principal Investigator Handbook

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