

15.01.01.H0.01

Administration of Sponsored Agreements – Research and Other



Approved: February 2012

Revised: May 17, 2016

Next Scheduled Review: April 2021

Procedure Statement

This procedure delineates the process for the administration of sponsored agreements for externally funded research and non-research initiatives.

Reason for Procedure

The procedure for the administration of sponsored agreements ensures that these agreements are managed consistently across the university.

Procedures and Responsibilities

1. GENERAL

- 1.1 Texas A&M University-Texarkana will adhere to the guidelines provided in [System Regulation 15.01.01, Sponsored Agreements - Research and Other](#).
- 1.2 Facilities and Administration (F&A) costs, which are typically referred to as "indirect costs" cover or offset costs to the University for programs and projects that include sponsored research, public service and/or instruction. These costs are not profit but rather indirect cost line items in externally funded projects to help cover real and necessary costs incurred by the University. F&A costs must be included as a separate line item in the budget of each proposal submitted for external funding. In some instances, funders do not allow for indirect costs, and in such cases, this procedure does not apply.
- 1.3 F&A costs are calculated based on the allowable limit provided by the funding sponsor and if applicable, the negotiated rate between Texas A&M University System and our federal cognizant agency, the Department of Health and Human Services. If in the best interest of the University, exceptions to the federally-negotiated F&A rate may be used with approval by the Provost and President.

2. DISTRIBUTION OF FACILITIES AND ADMINISTRATIVE COST FUNDS

2.1 The distribution of recovered F&A costs, in support of the enhancement and continuation of research and sponsored program productivity is shown below:

2.1.1 45% of applicable F&A negotiated indirect cost revenue retained by the Office of Graduate Studies and Research. The remaining 55% will be distributed as follows:

- 20% to Principal Investigator (PI)
- 15% to College Dean/Director of PI
- 15% to VPFA
- 5% to Provost

2.1.2 The funds returned to each entity must be used to further research and sponsored activities. These funds are restricted to research development and to support general research and sponsored projects activities.

2.1.3 Most sponsored projects are administered on a cost-reimbursement basis or have the requirement to return unused funds. Therefore, F&A costs can only be recovered once the appropriate expenditures have been made. The F&A costs are posted in the respective accounts on a monthly basis.

2.1.4 Each PI, College/Director of the PI, the VPFA, Provost, and Office of Graduate Studies and Research shall establish a specific account for the automated, monthly disbursement of these funds. Funds not used within the next fiscal year will return to the Office of Graduate Studies and Research.

Related Statutes, Policies, or Requirements

[Texas Education Code, §145.001, *Grants and Research Expenses*](#)

[System Policy 15.01, *Research Agreements*](#)

[System Regulation 15.01.01, *Sponsored Agreements – Research and Other*](#)

Contact Office

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