THE UNIVERSITY OF TEXAS AT EL PASO
OFFICE OF RESEARCH AND SPONSORED PROJECTS

Policy for Accepting Grants, Contracts, and Gifts

PURPOSE

The Rules and Regulations of the Board of Regents of the University of Texas System cite specific procedures for handling gifts (See Regents' Rules and Regulations Series 60101 and 1.1.3.2 of the UTEP Handbook of Operating Procedures) and for accepting contracts and grants (See Regents' Rules and Regulations Series 10501 and 1.1.3.1 of the UTEP Handbook of Operating Procedures).

All proposals by University personnel requesting funding from outside funding sources must have advance institutional review and approval of the Vice President for Research or the VPR's delegate prior to submission to the potential grantee, contractor, donor, or other external funding agency and any resulting contract, grant, or gift must be formally accepted by the University, deposited in appropriate University accounts, and administered by designated University personnel.

DEFINITION

1. Grants and Contracts: When the funding agency and the University establish a contractual relationship resulting in an obligation or requirement that specific products, activities, services, or information be provided to the funding agency. All activities with local, state or federal agencies, as well as foreign agencies, and some commercial firms and many foundations fall into this category.

2. Unrestricted or Restricted Gifts: When a relationship is established with a funding agency where the general or specific results are meant to benefit primarily the University or one of its divisions. The funds may be directed to one or more objectives or activities of the University or one of its divisions (a restricted gift), or its use may be entirely discretionary (unrestricted gift).

APPLICABILITY

Projects with specific research, training or service objectives are processed by the Office of Research and Sponsored Projects as grants and contracts (excluding student financial aid projects) and include:

a. Projects with government sponsorship based on any written agreement which requires the reporting of expenditures of funds or the reporting of results
b. Projects that will require a proposal to an outside funder that incorporates a budget (usually consisting of salaries and wages, travel, equipment, supplies, and F&A) that results in the funder awarding money to be spent by the University over a specific period of time and in direct response to the proposal. 

Funds specifically for unrestricted support (gift) of a restricted research or service area, a broad departmental or College project planned or underway or, to accomplish the benevolent intent of a donor to see altruistic benefit are processed through the Office of Institutional Advancement.

RESPONSIBILITY

Proposals for grants or contracts must be forwarded to the Office of Research and Sponsored Projects for review and subsequent approval by the Vice President for Research, or designee, prior to submission to any potential funding agency.

Acceptance of any resulting grant or contract must be processed through the Office of Research and Sponsored Projects and will be administered by the designated Principal Investigator in restricted contract and grant accounts supervised by the Office of Research and Sponsored Projects and Office of Contract and Grant Accounting

Acceptance of any restricted or unrestricted gift must be processed through the Office of Institutional Advancement and will be administered by the designated Principal Investigator in unrestricted gift accounts supervised by the Office of Institutional Advancement.

REFERENCES AND OTHER RELEVANT INFORMATION