

## 15.01.01.R0.01 External Funding Requests

Approved September 1, 1996  
Revised September 5, 2017  
Next Scheduled Review: September 5, 2022



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### Procedure Statement

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One of Texas A&M University-Commerce's guiding principles is to collaborate in the creation, dissemination, and application of knowledge and creative works through research and scholarly engagement that have a meaningful impact on economic, social, and cultural vitality of our constituents and the world.

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### Reason for Procedure

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This procedure related to the submission of requests for external funding from any source, public or private, by faculty and staff of A&M-Commerce, supplements System Regulation 15.01.01.

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### Procedures and Responsibilities

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- 1 One method by which the A&M-Commerce administration promotes its mission to engage in creative discovery and dissemination of knowledge and ideas for innovation in an interconnected and dynamic world is by accepting funds and entering into agreements with external agencies for research and training. This is done, however, only when:
  - 1.1 Such projects provide faculty or staff members with the opportunity to gain experience and knowledge of value to their teaching and research;
  - 1.2 The project is a suitable activity through which the faculty or staff members may make worthy contributions to knowledge;
  - 1.3 The project will complement the university's teaching and research aim;
  - 1.4 The project will not deny the researcher or the institution control over research and instruction; and
  - 1.5 The project provides appropriate public service.
- 2 It shall be understood that grants and contracts are awarded to the institution and not to the individual submitting the request unless restricted by the external funding source.

- 3 All requests for grant or contract funding support, regardless of amount requested, shall be approved by the Vice Provost for Research. Deadlines and procedures for approval shall be established by the Vice Provost for Research.
- 4 Whether a grant or contract proposal shall be submitted rests ultimately with the Vice Provost for Research or designated representative.
- 5 All grant or contract external proposals shall be signed by the Vice Provost for Research or designated representative.
- 6 All grant or contract proposals including payment to any individual(s), regardless of amount requested, must be approved by the Vice Provost for Research or designated representative.
- 7 All grant or contract proposals must make clear any commitment being made by the University, including personnel costs, fringe benefits, services, space, telephone, etc., even if such information is not requested by the agency from which funding is sought.
- 8 Training for Externally Funded Research of Sponsored Programs
  - 8.1 All individuals who are involved in any kind of externally funded research or sponsored program activity must have adequate training in research compliance. Successful completion of all training is required before work can begin on any externally funded project.
  - 8.2 There are four core courses that will be assigned and monitored through TrainTraq to all A&M-Commerce employees who are paid from an externally sponsored account. These courses include *Export Controls*, *Financial Conflicts of Interest*, *Responsible Conduct of Research*, and *Time & Effort*.
    - 8.2.1 Independent contractors paid by external funds are exempt from this training requirement.
  - 8.3 Principal Investigators are responsible for ensuring that all individuals involved with their sponsored activities have successfully completed the required training before engaging in any project-related activity.

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## **Related Statutes, Policies, or Requirements**

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System Policy [15.01 Research Agreements](#)

System Regulation [15.01.01 Administration of Sponsored Agreements – Research and Other](#)

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## Contact Office

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Office of Sponsored Programs  
903.886.5964