



7.1.1 Policies and Procedures

Chapter 7 - Research and Sponsored Programs	Original Effective Date: June 2000
Section: 7.1 Office of Sponsored Programs	Date Last Reviewed: September 2022
Responsible Entity: Vice President and Chief Financial Officer	Date Last Revised: September 2022

I. Purpose

To establish expectations for employees and students engaged in sponsored program activities and the responsibilities of the Office of Sponsored Programs.

II. Scope

This policy applies to all students and employees associated with a sponsored program activity, particularly Principal Investigators.

III. Policy

UT Health San Antonio (University) requires all extramural activities conducted by its employees and students to be carried out with the highest ethical standards. Employees and students who engage in sponsored program activities must adhere to all federal, state, and local statutes and regulations; to the University of Texas System Board of Regents' Rules and Regulations; and to the UT Health San Antonio's policies, regardless of whether the sponsored program is conducted on the University's campuses or at an external facility.

All proposals for sponsored programs must meet all policy and procedural standards. All awards for sponsored programs are made directly to UT Health San Antonio. The "Principal Investigator" shall encompass the terms Principal Investigator (PI), Project Director, Program Director, and similar titles, and shall mean an individual who, in the event of an award from an external funding sponsor, shall have the full and final responsibility for the conduct of the project as proposed.

Employees eligible to be Principal Investigators must hold a salaried appointment position at UT Health San Antonio. There is not a minimum appointment percentage or position title required; the only requirement is that the individual must have an appointment for which UT Health San Antonio directly pays. Visiting Scientists though may be paid, are not considered employees of the institution. The only exception is for Adjoint faculty

7.1.1 Policies and Procedures

appointments where a memorandum of understanding (MOU) has been executed with the partnership organization as outlined in the Handbook of Operating Policies (HOP), Policy [3.1.1 Academic Title](#).

All employees associated with a sponsored program activity, particularly the PI, are required to be familiar with all of the relevant policies in the HOP and also the [Office of Sponsored Programs Policies and Procedures Manual for Sponsored Programs](#).

A. Office of Sponsored Programs

The Office of Sponsored Programs (OSP) is the central point of coordination for all sponsored awards and UT Health San Antonio's representative for grants, contracts and other agreements from government and private sponsors including private industry. The OSP is responsible for:

1. reviewing and approving all institutional proposals;
2. negotiating and reviewing all award agreements;
3. establishing appropriate projects;
4. preparing and monitoring subawards;
5. advising on post-award business and financial matters;
6. preparing accurate and complete financial reports; and,
7. closing projects.

In addition, only the OSP is authorized to execute sponsored award agreements/contracts. PI's, Chairs and/or Directors do not have such authorization or authority. The OSP is responsible for enforcing costing and other administrative policies of UT Health San Antonio and its extramural sponsors.

B. Policies and Procedures

For information on sponsored program policies and procedures, please refer to the [OSP Policies and Procedures Manual for Sponsored Programs](#). The purpose of this manual is to provide assistance, guidance and procedures to faculty and staff who are involved in the preparation of proposals and in the administration of awards from extramural sponsors.

IV. Definitions

There are no defined terms used in this Policy.

V. Related References

There are no related documents associated with this Policy.

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

Effective Date	Action Taken	Approved By	Date Approved
06/2000	Policy Origination		
11/2016	Policy Revision		
09/2022	Policy Revision	VP/CFO	08/04/22