The Office of Research Administration is responsible for the comprehensive oversight of research administration at Texas A&M, the Texas A&M University Health Science Center, Texas A&M-Galveston campus and Texas A&M-Qatar campus. Research Administration partners with the research community and provides oversight, administrative structure, and consultation to enhance researchers’ abilities to obtain and manage sponsored programs.

TEXAS A&M INSTITUTIONAL OFFICIAL
Research Administration is the designee responsible for the approval of:
- De Minimis Effort Requests
- High Risk Contractual and Compliance Issues
- Indirect Cost Waivers
- Intellectual Property Waivers
- PI Eligibility
- Proposals
- MAESTRO Access
- Time and Effort Access
- Voluntary Committed Cost Sharing

LETTERS OF SUPPORT
Research Administration will assist in the coordination of institutional support letters when required by the sponsors solicitation. Please allow ten business days lead time for processing the letter and twenty business days lead time if the president’s signature is requested.

TIME AND EFFORT
Research Administration is responsible for the oversight of Time and Effort reporting. As a recipient of federal funds, Texas A&M is subject to financial accounting and reporting obligations designed to ensure that the charges to its federally sponsored projects are allowable and properly allocated. The University’s electronic effort certification system provides the principal means for accomplishing effort certification.

COST SHARE FOR SPONSORED PROJECTS
The Office of Research Administration is responsible for the establishment and maintenance of all cost share accounts. The office works with departments, colleges, and SRS to ensure the cost share is documented and identifiable in the University’s financial system.

DIRECTORY
https://vpr.tamu.edu/directory/research-administration

PREAWARD
preaward@tamu.edu

NEGOTIATIONS
negotiations@tamu.edu

TIME AND EFFORT
timeandeffort@tamu.edu

FORMS
https://vpr.tamu.edu/forms
**RESEARCH AGREEMENTS**
Research Administration oversees the following agreements:
- Affiliation
- Capstone
- Collaboration
- Consortium
- Data Use/Data Transfer
- Material Transfer
- Memorandums of Understanding
- Non-Disclosure
- Teaming

**RESEARCH REPORTING**
Research Administration is responsible for all Texas A&M external research reporting and data surveys. Research and Development (R&D) reports include:
- Annual Financial Reports related to sponsored projects
- Internal and external requests regarding research award activities
- Legislative annual request for research data regarding research targets and performance measures
- NSF Higher Education R&D Survey
- NSF Survey of Science & Engineering Research Facilities
- Texas Higher Education Coordinating Board Research Report

**PROJECT ZERO**
Research Administration is responsible for the establishment and oversight of project zero accounts. Project zero accounts allow for encumbrance of salary commitments on sponsored projects not yet awarded in order to prevent inappropriate charges being encumbered on existing sponsored projects.

**INDIRECT COST DISTRIBUTION**
Research Administration manages and administers the monthly distribution of indirect costs as follows:
- 10% to the PI
- 15% to the Department
- 15% to the Research Development Fund
- 20% to the College*
- 20% to Program Development*
- 20% to SRS Fees*

(*Percentages vary based on college portfolio)