



Texas A&M University

RESEARCH ADMINISTRATION

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:

- ▶ Di 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>



TEXAS A&M UNIVERSITY

Division of Research

vpr.tamu.edu

INDUSTRY PROPOSALS AND CONTRACTS

Unlike government and foundation sponsors, companies rarely have open solicitations. Funding is secured by principal investigators developing networks and relationships with potential industry sponsors. Once a relationship is established, the process for requesting funding and negotiating an agreement can be different than that of other sponsor types. Research Administration is responsible for proposal development and negotiation of all sponsored research agreements and service contracts with industry and for-profit sponsors. In addition, to industry contracts Research Administration oversees the following agreements:

- ▶ *Affiliation*
- ▶ *Capstone*
- ▶ *Collaboration*
- ▶ *Consortium*
- ▶ *Data Use/Data Transfer*
- ▶ *Material Transfer*
- ▶ *Memorandums of Understanding*
- ▶ *Non-Disclosure*
- ▶ *Teaming*

RESEARCH REPORTING

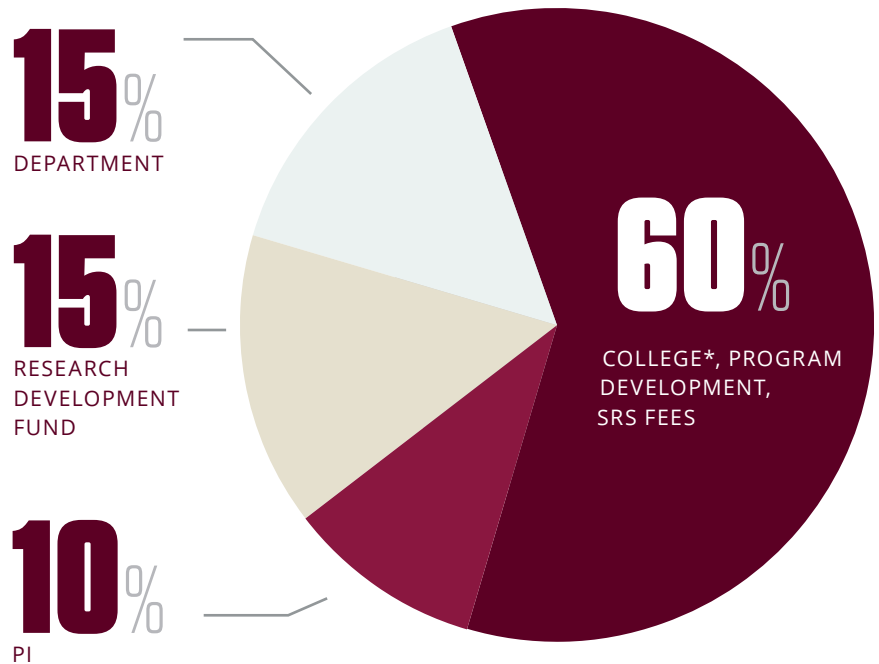
Research Administration is responsible for all Texas A&M external research reporting and data surveys. Research and Development (R&D) reports include:

- ▶ *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*
- ▶ *60% to*
 - College*
 - Program Development
 - SRS Fees

(*Percentages vary based on college portfolio)

