SPONSORED RESEARCH Services

Sponsored Research Services (SRS) was established September 1, 2011, to provide research administration services to The Texas A&M University System members headquartered in Brazos County, as well as the Texas A&M Galveston and Texas A&M Qatar campuses. In addition, SRS supports pre-award and/or post-award services for some of the A&M System’s regional campuses.

PROPOSAL PREPARATION AND SUBMISSION

The proposal administrators assist researchers with the preparation and submission of proposals for external funding. Services include budget development; completion of most administrative sections of the proposal; and ensuring that the proposal is compliant with A&M System policies, System members’ requirements, state and federal regulations, and the funding agency’s specific terms and conditions. The proposal administrator enters proposal information into MAESTRO where it routes for review and approval to appropriate stakeholders. After review and approval, the proposal administrator submits the proposal to the sponsor and tracks the successful receipt of the proposal.

Proposal submission guidelines are located on the SRS webpage: srs.tamu.edu/proposals/submission-guidelines

“We worked with SRS to process a $2.7 million proposal for scholarships and in the process of providing the sponsor with additional information, they increased our award to 4.7 million.”

- internal agency, campus

ABOUT SRS | est 2011

Our mission, as leaders in research administration, is to serve as experts in the field while delivering efficient and superior service to members of The Texas A&M System research community.

- Exhibit leadership in research administration
- Collaborate to develop consistent and efficient procedures
- Engage in training and professional development
- Minimize the administrative burden of the research process
- Deliver outstanding customer service to our members
- Improve communication throughout the research community
- Promote and maintain transparency to our members in order to foster excellent working relationships
- Maximize the benefits of technology

CONTACT

Sponsored Research Services
400 Harvey Mitchell Parkway, Suite 300
College Station, Texas 77845
979.862.6777

srs.tamu.edu
CONTRACT NEGOTIATION
Agreements require careful review to protect the interests of the researcher and the A&M System member. An SRS contract negotiator reviews the terms and conditions of federal, state, and non-profit agreements for non-standard conditions and negotiates any necessary changes. SRS negotiates research agreements for Texas A&M University (including the Galveston campus), Texas A&M Health Science Center, Texas A&M AgriLife Research, Texas A&M AgriLife Extension Service, Texas A&M Transportation Institute, Texas A&M University-Central Texas, Texas A&M University-San Antonio, and the Texas Institute for Applied Environmental Research at Tarleton State University. AgriLife Research, AgriLife Extension Service, and the Texas A&M Engineering Experiment Station negotiate their own industry agreements.

ACCOUNTS RECEIVABLE
Sponsored project invoicing, letter of credit draws, and financial reporting are conducted by the SRS Accounts Receivable Office in accordance with the sponsors’ terms. The collection of aged receivables are also managed by the SRS Accounts Receivable Office.

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
- National Science Foundation (NSF) Higher Education R&D Survey
- NSF Survey of Science & Engineering Research Facilities
- Texas Higher Education Coordinating Board Research Report

MAESTRO
The Research Information Systems department develops, implements, and maintains the enterprise information system, MAESTRO. MAESTRO supports researchers and research administrators across the A&M System. Through various modules, MAESTRO provides transparency to users so they may review and approve their proposals prior to submission to the sponsor, check the status of contracts in negotiation, and view post-award information. The executive portal provides leadership transparency into statistics related to proposals, awards, and expenditures across fiscal years or calendar years and on organizational units, researchers, or funding sponsor levels.