Texas A&M University-Corpus Christi
Graduate Studies & Research
Pre Award Administration

STANDARD OPERATING PROCEDURES
(SOPs)

(Date of Last Update: February 23, 2009)
# Standard Operating Procedures (SOPs)

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Appendix A – TAMUCC Research Office Contact Sheet 33
Pre-Award Administration

The mission of the pre-award administration area within the Office of Research and Scholarly Activity is to provide high-level support to principal investigators and their staff with regard to the development, institutional review and submission of extramural proposals. Other responsibilities of pre-award administration include: negotiating and accepting awards on behalf of the University; drafting, negotiating and executing subcontracts; ensuring institutional compliance with Federal and State regulations, sponsor policy and University rules; representing the campus while interacting with sponsors; coordinating pre-award and post-award actions that require either campus or sponsor prior approval; and troubleshooting problems related to the administration of sponsored projects.
SOP 1.00 Grant Proposal Submissions-Preparation

I. **Purpose:** To assist principal investigators in the preparation of submission of proposals for extramural funding.

II. **Associated Forms and Regulations:**

   **Forms**- Receive notice of intent to submit from principal investigator; obtain Request for Proposal (RFP); Proposal Routing Form (PRF)

   **Regulations**- TAMUS Policy 15.01 Research Agreements; TAMUS Policy 15.01.01 Administration of Sponsored Agreements-Research and Other; TAMUCC Rule 15.01.01.C1 Externally Funded Grants and Contracts

III. **Procedure:**

   ➤ Print and review request for proposal (RFP), tag and make note of:

     o Submission deadline
     o Assign internal deadline 3 days in advance
     o Note letter of intent requests
     o Project start date and end date
     o Submission type (grants.gov, FastLane, etc.)
     o Note ERA Commons requirements for National Institutes of Health (NIH) submissions
     o Submission instructions (PDF, e-mail, file name specs.)
     o Special instructions (note signature pages, confirm principal investigator (PI) and institutional eligibility, identify if this is a limited submission-only one proposal may be submitted per institution)
     o Maximum award amount and number of proposals to be awarded
     o Facilities and administrative (F&A) costs (also called indirect costs- idc) limitations
     o Cost share requirements (if third party cost sharing, PI must obtain support letters from third parties)
     o Subcontract requirements (proposal approved by Research Office required for any proposed subcontractors)
     o Institutional Review Board (IRB) approval
     o Award notification dates
     o Grant officer contact information and Catalog of Federal Domestic Assistance (CFDA) #

   ➤ Print application instructions, when available
   ➤ E-mail PI once again with attention comments tagged in RFP review.
     o Advise PI of the internal deadline (3 days in advance)
✓ Request proposal routing form to be completed and routed with a copy of draft proposal and draft budget.
✓ Request that a draft budget and scope of work be sent to our office as soon as possible for internal review.
✓ Request a meeting to visit with PI regarding proposal guidelines and submission processes.
✓ Attach in e-mail another copy of the routing form and the application instructions and submission document or link.

➢ Start the pre-award, yellow folder (make label using label format attached) to include RFP and instructions. Print all e-mail correspondence for pre-award, yellow folder.

➢ Once the routing form is received (complete with cost sharing account numbers, etc.) and before the proposal is submitted, send the proposal and proposal routing form to the PI for additional signatures as required. All cost sharing requires signature by Associate Vice President for Finance and Administration. If cost sharing is over $50,000, the form also requires signature by the Executive Vice President for Finance And Administration. If the proposal is requesting $200,000 or more from the sponsor, the proposal routing form will require the following signatures in the following order: Executive Vice President for Finance and Administration, Provost, and President.

➢ Add the following completed forms to the pre-award, yellow file: Proposal Routing Form, Restricted Research Form and Attention Sheet.

➢ Obtain the Associate Vice President for Research & Scholarly Activity signature on all internal documents before submitting proposal.

➢ As the deadline approaches, keep in contact with PI to follow up/update the progress of the submission.

IV. Date of Last Update: February 23, 2009
SOP 1.01 Grant Proposal Submissions-Submission

I. **Purpose:** To submit a completed proposal for extramural funding.

II. **Associated Forms/Systems/Regulations:**

   **Forms** - Proposal Routing Form (PRF); sponsoring agency application; statement of work; budget; and budget justification

   **Systems** - Access database, InfoEd system

III. **Procedure:**

- Make sure all required forms and sections are properly filled out and included in the final document (i.e. Dun and Bradstreet Number (DUNS), Taxpayer Identification Number (TIN))
  - Proposal Routing Form -- for submission through an academic department, the form must be signed by the Principal Investigator (PI), the Department Chair and Dean; for submission through an Institute or Center, the form must be signed by the Principal Investigator, Department Chair, Dean and/or Director.
    - Signatures on the Proposal Routing Form certify that the proposed work is consistent with University objectives, and that all faculty involved in the proposal have agreed to participate, to accept the obligations and commitments described in the proposal, and to perform the work in accordance with University and sponsor policies.
  - Application Cover Page -- if the sponsor does not issue a printed form or require a specific format for providing institutional information, the Research Office will issue and sign a cover letter to include with the application.
  - Abstract -- the abstract describes the major objectives of the proposed research and the research strategy to meet these objectives.
    - Serves a variety of purposes:
      - Sponsors often use the abstract in assigning the proposal to the appropriate study section for review.
      - Reviewers use the abstract to gain an initial perspective of the key concept of the study and its significance.
      - After funding is secured, the abstract may be used for entry in national databases and its keywords are picked up for quotation indexes.
  - Statement of Work -- is the most important part of the proposal.
✓ Includes information needed for evaluation of the project, independent of any other document
✓ A detailed program description, including an explanation of the objectives in clear and concise terms, and a description of the procedures to be followed in carrying out the objectives of the project.

- **Budget and Budget Justification**
  ✓ Review budget (make sure salaries, wages, benefits, and facilities and administrative (F&A) costs are correct)
  ✓ Identify all proposed costs needed to conduct the research and that it is in compliance with the sponsor's guidelines, applicable cost principles and TAMUCC rules.
  ✓ Identify the need for a particular cost and how the cost was estimated; i.e. the need for a particular piece of equipment, for instance, may be implied in the project description, but the implication is not necessarily apparent to a non-specialist reviewer or a contract or grant specialist. The need must be made explicit. The place to do this is in the budget justification.

- **Biographical Sketch -- a brief sketch of a researcher's curriculum vita or resume**
  ✓ Typically required for all key personnel.
  ✓ Highlights specific research experience, related publications and other important biographical information with regard to professional personnel.

- **Current and Pending Support (Other Support) -- virtually all sponsors require information on the PI's present support and pending proposals, and inclusive of all extramural funding sources. The same type of information must be supplied both for active awards and for pending proposals and typically includes the sponsor of the project, the title of the project, the project period, the total project costs, and the percentage of effort devoted by the investigator on the project. This requirement applies not only to the Principal Investigator, but to all other key personnel formally committing effort to a proposed project.**

- **Facilities and Resources**
  ✓ Identifies and describes the facilities and resources that will be used in the proposed research. If unique facilities exist with regard to the proposed research it is important to emphasize this in the proposal - describing capacities, relative proximity and the extent of availability to the project. Information can also be provided on university-wide facilities or support services such as the library, computer centers, or specialized centers. If there are multiple performance sites, then resources available at each site should be described.
o 3rd Party Cost Sharing -- additional documentation is required at the
time of proposal for projects involving 3rd party cost sharing
(commitments from outside the University).
  ✓ Usually a letter describing the commitment and explicitly
     providing the dollar amount of support which is signed by
     the authorizing official at that site will provide sufficient
     justification.

o Consultants -- if a consultant is proposed because they will be
providing services based on their field of expertise, they should
provide a letter of support for the project and explain how their
background and role in the project will directly benefit the proposal.

o Subawards -- entering into a subaward is the means by which a
portion of the project work (programmatic or technical effort) is
transferred to another institution, organization, TAMU campus or
other entity.
  ✓ A proposal from the subaward recipient must be secured
     and included with or incorporated into the prime proposal
     submitted by TAMUCC.
    • The minimum documentation required for a
      subawardee is: budget, justification and scope of work
      sign or endorsed by the subaward recipient's
      authorized official.
    • The total cost of the subaward (both direct and
      indirect costs) must be listed as a single cost item in
      the other direct costs category of the prime proposal.
    • If multiple subawards are anticipated, the sum of all
      subaward total costs should be listed.

➤ Complete error check- a function provided by the electronic submission
  system.
➤ Print final proposal and submission confirmation and file in yellow folder
➤ Organize pre-award, yellow folder in the following order, first to last:
  Proposal Routing Form, Restricted Research Form, Attention Sheet, pre-
  award notifications, pre-award correspondence, proposal and request for
  proposal (RFP)
➤ Add to Access Database as a "Pending" award.entry.
➤ Categorize submission documents and give to Student Assistant for
  scanning documents into the InfoEd system. Place in Director for
  Research & Scholarly Activity's in-box for review.
➤ Keep PI included on all award correspondence from Sponsor. Keep
  copies of all correspondence in pre-award, yellow folder.
➤ Hold the pre-award, yellow file as "pending" on desk or file cabinet. Follow
  up as needed.

IV. Date of Last Update: February 23, 2009
I. **Purpose:** To negotiate and accept awards on behalf of Texas A&M University-Corpus Christi, with no signature required.

II. **Associated Forms/Systems/Regulations:**

- **Forms:** Award Synopsis, Internal Routing Form (IRF)
- **Systems:** Access database, InfoEd system

III. **Procedure:**

- Transfer documents from pre-award, yellow folder to a pre-award, blue folder. All documents, except award document, are to be placed in the right hand side of the pre-award, blue folder.
- Use label format sheet as a reference to create a new label for the pre-award, blue folder; label to also award number.
- Paperclip the award document to the outside of pre-award, blue folder.
- Create an Award Synopsis.
- Place Internal Routing Form (IRF) on top of the synopsis with the name of the Grants & Contracts Administrator circled.
- Put pre-award, blue folder, complete with award synopsis and IRF, in Director for Research and Scholarly Activity’s in-box for review.
- Director for Research and Scholarly Activity will review, sign the IRF, and forward to appropriate Post Award Accountant for account set up and post award file preparation.
- Post Award Accountant will return pre-award, blue file to Pre-Award with account number listed on IRF and award synopsis.
- Finalize award synopsis with account number; print and sign.
- E-mail PI, Chair, Dean and Business Coordinator final award synopsis and award document.
- Update Access database as “OPEN.” Make sure OPEN entry is entered; replacing the PENDING entry. Grants and Contract Administrator will review Access database entry for possible errors and/or typos in entry. Any necessary corrections will be forwarded to the Student Assistant for corrections.
- Scan award document into InfoEd system.
- File pre-award, blue folder in pre-award open awards file cabinet.

IV. **Date of Last Update:** February 23, 2009
SOP 2.01 Negotiations and Acceptance of Awards - Signature Required

I. Purpose: To negotiate and accept awards on behalf of Texas A&M University-Corpus Christi, with signature required.

II. Associated Forms/Systems/Regulations:

Forms - Award Synopsis, Internal Routing Form (IRF)

Systems - Access database, InfoEd system

III. Procedure:

- Attach award document to outside of pre-award, yellow folder.
- Take entire pre-award, yellow file to Associate Vice President for signature on the award document.
- According to award document specifications, send signed original award document back to sponsor with letter requesting a completed original be returned. (See template letter).
- Place a copy of the signed award document in pre-award, yellow folder and wait for returned fully executed originals. **IMPORTANT: No award is final until all signatures are obtained.**
- Once original signed award documents are received, transfer documents from pre-award, yellow folder to pre-award, blue folder.
- All documents, except award document, are to be placed on the right hand side of the pre-award, blue folder.
- Use label format sheet as a reference to create a new label for the pre-award blue folder; label to also include award number.
- Create an Award Synopsis.
- Place Internal Routing Form (IRF) on top of the award synopsis with the name of the Grants & Contract administrator circled.
- Place pre-award, blue folder in Director for Research and Scholarly Activity’s in-box for review.
- Director for Research and Scholarly Activity will sign IRF and forward to appropriate Post Award Accountant for account set up and post award file preparation.
- Post Award Accountant will return file to Pre-Award with account number listed on IRF and award synopsis.
- Finalize award synopsis with account number, print and sign.
- E-mail PI, Chair, Dean and Business Coordinator: final award synopsis and award document.
- **Update** Access database entry as “Open.”
- Scan award document into InfoEd system return to Grants and Contract Administrator for final database review. Grants and Contract
Administrator will review Access database entry for possible errors and/or typos in entry. Any necessary corrections will be forwarded to the Student Assistant for corrections.

- File pre-award, blue folder in pre-award open awards file cabinet.

**IV. Date of Last Update:** February 23, 2009
SOP 3.00 Unfunded Proposals

I. Purpose: To process unfunded proposals.

II. Associated Forms/Systems/Regulations:

   Systems- Access database

III. Procedure:

   ➢ Once notification from a sponsor is received that a proposal has not been funded, retrieve yellow “pending” folder from pending file cabinet.
   ➢ Notify principal investigator (PI) and corresponding department and forward any documentation/comments from proposal review committee.
   ➢ Update Access database entry as “Unfunded.”
   ➢ Highlight label and transfer file to the unfunded proposal section located in the last two drawers of pending file cabinet.

IV. Date of Last Update: February 23, 2009
SOP 4.00 Contracts

I. **Purpose:** To prepare a contract.

II. **Associated Forms/Systems/Regulations:**

   **Forms**- Intrasystem Cooperation Contract (between TAMU-CC and other A&M institutions), Interagency Cooperation Contract (between TAMU-CC and any other state institution), and Interlocal Cooperation Agreement (between TAMU-CC and any institution in Corpus Christi); Internal Routing Form (IRF)

   **Systems**- Access database; InfoEd system

III. **Procedure:**

   - Normally, when the Sponsor is unable to create a legally binding award document, TAMU-CC will develop a contract to allow the both the sponsor and the university to exercise direction or control through specified deliverables and time frames. Or when an award is made from TAMU-CC, a contract is created. Contracts are used most with awards associated with government agencies, businesses and industry and must adhere to the following:
     - Contracts should set forth faculty’s right to publish and each party’s obligations and intellectual property rights, as well as procedures to be followed if patentable discoveries or copyrightable materials result from the sponsored project.
     - Contracts should stipulate the needs of both parties, and an agreement about the exact services to be performed and/or deliverables to be produced for a set price within a set period of time must be negotiated.
     - A scope of work and budget must accompany the contract and principal investigators (PIs) should carefully and tightly frame the scope of project work for contractual funding: deliverables should be specific and narrow; milestones should be realistic.
     - Included in all contracts are the following headings:
       - Contracting Parties
       - Statement of Work
       - Basis for Calculating Costs
       - Payment for Services
       - Term of Contract
       - General Provisions
       - Force Majure
       - Written Notice
       - Special Provisions
On the Grants and Contract Administrator’s computer desktop, there is a file named “Contracts”. Within this file, there are several templates for various contract types. To create a contract, the following steps should be taken:

- Contact PI to obtain scope of work, budget, deliverables and time frame.
- Open contract template relevant to the purpose (Interagency, Interlocal, etc.)
- Modify contract to award specifications and PI information
- Review Prime Award for compliance
- E-mail PI to confirm terms and conditions
- Print 2 (two) original copies of the contracts

The Associate Vice President for Research and Scholarly Activity signs both originals.

With an attached cover letter, send both originals to the associated party for their representative’s signature; request 1 (one) original to be returned.

Upon receipt of the original signed contract, the following actions must take place:

- All documents (except contract document) to be placed on the right hand side of the blue folder (pre-award folder)
- Use label format sheet as a reference to create a new label to include award number (award number will be contract number)
- Create Award Synopsis and place over contract on outside of blue folder
- Put blue folder in Director of Research & Scholarly Activity’s in-box for review
- Director for Research & Scholarly Activity will initial internal review form and forward to post award for account set up and post award file preparation
- Post award will return file with account number listed on Internal Routing Form (IRF) and award synopsis
- Finalize synopsis with account number, print and sign
- E-mail PI, Chair, Dean and Business Coordinator a copy of the final synopsis and completed contract.
- Adjust entry in the access database to “open”
- Scan award document into the InfoEd system; return to pre-award for final access database entry review
- Review access database entry for errors. If corrections are needed, alert Student Assistant to make data entry corrections.
- File in pre-award open project file cabinet.

IV. Date of Last Update: February 23, 2009
SOP 5.00 Subawards/Subcontracts

I. Purpose: To create subawards and subcontracts.

II. Associated Forms/Systems/Regulations:

Forms- Contracts/Subawards/Subcontracts Log; Intrasystem Cooperation Contract; and Non-FDP Subaward form

Systems- FAMIS

III. Procedure:

➢ Normally, the Principal Investigator (PI), sponsor, or Business Coordinator/Administrative Assistant will notify the Pre-Award Department that a subaward or subcontract needs to be created in conjunction with a grant or contract awarded to TAMUCC.
   o Subawards are issued when a portion of the research or substantive effort of the prime award is transferred to another institution or organization. Normally, the terms and conditions of the prime award (grant or contract) are also transferred to the subawardee. When subawards are issued, the following form is used: Non-FDP Subaward form. For any amendments that need to be issued on a current subaward, see SOP 6.00 Amendments to Contracts/Subawards/Subcontracts.
   o Subcontracts are issued when the purpose of obtaining supplies, materials, or services. When subcontracts are issued, the following forms are used: Intrasystem Cooperation Contract (between TAMUCC and other TAMUS institutions). For any amendments that need to be issued on a current subcontract, see SOP 6.00 Amendments to Contracts/Subawards/Subcontracts.

➢ In the “SUBS” notebook binder, fill in the next line available on the Subawards/Subcontracts Log Sheet in order to assign the next subaward/subcontract a reference number. The required fields to be completed in the Subawards/Subcontracts Log are as follows:
   o Subaward/Subcontract number-consecutively numbered in the following format-“FY-XXX” where FY is the fiscal year and XXX is in number order (001, 002, 003, and so forth).
   o Date- date issuing the subaward/subcontract.
   o Database Project Number-number assigned by Access database to the award this subaward/subcontract pertains to.
   o Project Name-title of award to which this subaward/subcontract pertains to.
   o Project Account Number-FAMIS account number of award to which this subaward/subcontract pertains to.
- **Subaward/Subcontract to**: organization name to whom the subaward/subcontract is being made to.
- **Contact**: university department contact name.
- **Amount**: amount of the subaward/subcontract.
- **If A1-33 form is applicable**: yes or no
- **Start Date and End Date**: start date and end date of contract, subcontract, or subaward
- **Type**: Enter an "s" for subcontract or subaward.
- **Requisition #/Purchase Order #**: Enter the requisition number and/or purchase order number from FAMIS associated with the subaward or subcontract

➢ Retrieve the appropriate subaward or subcontract form depending upon the subawardee/subcontractee.

- For subcontracts between TAMUCC and other Texas A&M University System (TAMUS) parts, use the Intrasystem Cooperation Contract. The Intrasystem Cooperation Contract can be found at the following TAMUS website address: [https://tamus.edu/offices/budgets-acct/contracts/general-cooperation-contracts.html](https://tamus.edu/offices/budgets-acct/contracts/general-cooperation-contracts.html).

- For subcontracts between TAMUCC and other agencies not within TAMUS, use the TAMUCC Contract form. This form can be found at the following website address: [http://falcon.tamucc.edu/~finserv/contract/Forms/Form%208%20-Contract%20Agreement%20Form.doc](http://falcon.tamucc.edu/~finserv/contract/Forms/Form%208%20-Contract%20Agreement%20Form.doc) or on the Grants and Contract Administrator’s computer desktop under the file “Contracts”.

- **Print 2 (two) original copies of the contracts.**

➢ The Associate Vice President for Research and Scholarly Activity signs both originals. For the subaward forms, the only signature required is the Associate Vice President for Research and Scholarly Activity. For the subcontract forms, both the Associate Vice President for Research and Scholarly Activity and the Purchasing Director may sign the originals.

➢ With an attached cover letter, send both originals to the subawardee/subcontractee for their representative’s signature; request 1 (one) original to be returned.

➢ Upon receipt of the original signed subcontract or subaward, make 2 copies. One to place in the associated award brown file (give to post-award for updates), one for pre-award subcontract file (beige file placed in blue file to include contract, scope of work and budget) and the original contract in the “SUBS” notebook.

➢ Request the administering department to create a requisition in FAMIS under the prime project account number for the subaward or subcontract. NOTE: If the project period is about to begin and the subaward or subcontract has not been completed or signature approvals have not been completed, the administering department must create a requisition in the FAMIS system under the prime project account number. If not, the department will be incurring project services without
an encumbrance on the project account in FAMIS. The administering
department will incur a non-compliance from the TAMUCC purchasing
department.

- Scan a copy of the contract in Adobe Acrobat and electronically attach
  the contract to the associated award in the InfoEd system. Send an
  electronic copy of the contract to the Principal Investigator and Business
  Coordinator/Administrative Assistant.

IV. **Date of Last Update:** February 23, 2009
SOP 6.00 Amendments to Contracts/Subawards/Subcontracts

I. Purpose: To create an amendment for contracts, subawards and subcontracts.

II. Associated Forms/Systems/Regulations:

Forms- Contracts/Subawards/Subcontracts Log; Amendment Template

Systems- FAMIS

III. Procedure:

➢ Normally, the Principal Investigator (PI), sponsor, or Business Coordinator/Administrative Assistant will notify the Pre-Award Department that an amendment needs to be created in conjunction with a contract subcontract or subaward.
  o Amendments are issued when a scope of work, start date/end date or awarded amount changes in the original contract, subaward or subcontract.
  o Normally, the terms and conditions of the original contract will remain the same and only one or more sections (project period, awarded amount or scope of work) are changed.
  o Amendments are issued when the purpose of obtaining a contract is changed for any reason and agreed upon by both parties (documentation but be kept in file).

➢ In the “Contracts” folder on the Grants and Contract Administrator’s computer desktop, one will find another folder named “Completed Contracts”. In this folder, one will find many Amendment examples, all with the same format but different data. To processes an amendment, perform the following steps:
  o Open any amendment document.
  o Change contract/subaward or subcontract number appropriately.
  o Change name of Performing/Receiving Agency as required throughout document.
  o Modify “DELETION” section and “ADDITION” section based on requested changes by sections when applicable.
  o Modify signature criteria
  o E-mail PI to confirm changes
  o Print two copies for the Associate Vice President for Research & Scholarly Activity signature (take original contract/subcontract or subaward file when obtaining this signature)

➢ The Associate Vice President for Research and Scholarly Activity signs both originals.
➢ With an attached cover letter, send both originals to the other contracting party for their representative’s signature; request 1 (one) original to be returned.

➢ Upon receipt of the original signed contract, make 2 (two) copies. Place a copy in the associated post award brown file (then give to post-award accountant so they know of any changes), one in blue pre-award file and place the original contract in the “SUBS” notebook when applicable.

➢ Send an electronic copy of the contract to the Principal Investigator and Business Coordinator/Administrative Assistant. If the amendment increases or decreases the subcontract or subaward amount, the administering department will need to also make reflective changes to the FAMIS requisition.

IV. Date of Last Update: February 23, 2009
SOP 7.00 TAMUCC Research Enhancement-University-Level

I. Purpose: To coordinate the TAMUCC Research Enhancement-University-Level Program.

II. Associated Forms/Systems/Regulations:

Forms- Research Enhancement Request for Proposal Memo; Research Enhancement Log Sheet, Research Enhancement Application and Guidelines

Regulations- TAMUCC Rule 15.01.01.C1 Administration of Research Enhancement Program; TAMUCC Rule 12.01.99.C1.04 Descriptions of Teaching, Scholarship, and Service

III. Procedure:

➢ In January, update the Research Enhancement Request For Proposal (RFP) memo issued by the Associate Vice President for Research and Scholarly Activity with correct dates.
  o Set up a date and time for a Research Enhancement Panel Workshop; this date and time will be listed on the memo. This workshop will involve a panel of approximately three or four current and/or previous Research Enhancement University-Level committee members. This workshop is usually scheduled in one of the University Center conference rooms.
  o Set up a deadline date for Research Enhancement proposals to be submitted to the Grants and Contract Administrator (person coordinating the TAMUCC Research Enhancement University-Level Program).
➢ Make 500 copies of the RFP memo on colored paper.
  o Send 100 copies to each of the College Dean’s offices for distribution in the faculty boxes
  o Scan the memo and email the memo to each of the business coordinators so they can be distributed electronically to all faculty within each college.
  o Have TAMUCC Office of Graduate Studies and Research Webmaster update the Research Enhancement—University-Level section of the TAMUCC Research Office website with the current RFP and the current Research Enhancement application and instructions (in word and pdf versions). The website also has website links to the TAMUCC rules listed above in the Regulations section.
  o Submit RFP information and link to the Research Enhancement-University-Level website to the TAMUCC Campus Announcements
for placing a listing in the next issue of the weekly Campus Announcements.

- When Research Enhancement proposals are received, one hardcopy and one electronic copy are received.
  - As Research Enhancement proposals are received, verify that the principal investigator submitting the proposal has satisfactorily completed final reports on any previous Research Enhancement awards received. This can be verified by checking the “Research Enhancement Database.”
  - If the principal investigator has satisfactorily completed final reports for any previous Research Enhancement awards, their proposal can be entered on a Research Enhancement Log Sheet and issued the next consecutive proposal number.
    - Fiscal Year-fiscal year to which the proposal is being submitted for
    - Proposal Number-consecutively assigned number
    - Principal Investigator Name
    - College-name of college that Principal Investigator belongs to
    - Department-name of department within the college that the Principal Investigator belongs to
    - Submitted Amount-amount requested in proposal
    - Awarded Amount-left blank until proposals are awarded
    - Project Title-title of project
    - Final Report?- to be completed if proposal is awarded and after the fiscal year and award is over once final report is submitted
  - The proposal number assigned is written on the top right hand of the proposal hardcopy and filed.
  - A sub-folder labeled “Research Enhancement FY#” is created in the “Research Enhancement” folder; the electronic copy of each proposal is saved in the “Research Enhancement FY#” sub-folder within the “Research Enhancement” folder.
  - Each electronic proposal is saved with the following file name: (proposal #) (PI name) (i.e., 17Smith).

- After all proposals are received, scan each of the electronic proposals in Microsoft Word to see if the Principal Investigator’s name was within any part of the document; if so, remove the name and resave the file.
- Schedule the first Research Enhancement committee meeting with the 10 committee members, the Associate Vice President for Research and Scholarly Activity, and the Grants and Contract Administrator/Research Enhancement Coordinator.
- After proposal due date, send “Research Enhancement FY#” folder to TAMUCC Campus Copies to make 12 sets of copies of each proposal for distributing to each of the Research Enhancement committee members at the first Research Enhancement committee meeting.
Make a proposal packet for each of the 10 committee members, the Associate Vice President for Research and Scholarly Activity, and the Grants and Contract Administrator/Research Enhancement Coordinator; proposal packet to include the following:
  o One hardcopy of each proposal
  o Spreadsheet of list of proposals with principal investigator names removed
  o Copy of University Rule 15.01.01.C1.01 Administration of Research Enhancement Program
  o Copy of University Rule 12.01.99.C1.04 Descriptions of Teaching, Scholarship, and Service
  o Copy of Research Enhancement RFP memo
  o Copy of Research Enhancement application and guidelines
  o Meeting agenda
  o Copy of ratings sheet

On the day before the first Research Enhancement committee meeting, send a reminder email to all committee members and Associate Vice President for Research and Scholarly Activity regarding the first Research Enhancement committee meeting.

At the first Research Enhancement committee meeting, hand out proposal packets to each of the committee members, Associate Vice President for Research and Scholarly Activity, and Grants and Contract Administrator/Research Enhancement Coordinator; meeting will include the following:
  o Due date of ratings sheets to Grants and Contract Administrator/Research Enhancement Coordinator is identified.
  o Associate Vice President for Research and Scholarly Activity will review the Research Enhancement rules.
  o Date of next committee meeting is set to discuss and select Research Enhancement proposal awards is identified.

When the ratings sheets are submitted to Grants and Contract Administrator/Research Enhancement Coordinator, all ratings are averaged to create one spreadsheet of average ratings by proposal; ratings and proposals are ranked from highest to least average rating.

The accumulated average ratings sheet is be emailed electronically to all committee members and Associate Vice President for Research and Scholarly Activity.

On the day before the second Research Enhancement Committee Meeting, send a reminder email to all committee members and Associate Vice President for Research and Scholarly Activity regarding the second Research Enhancement committee meeting.

At the second Research Enhancement committee meeting, give a hardcopy of the accumulated average ratings sheet to each committee member, Associate Vice President for Research and Scholarly Activity, and Grants and Contract Administrator/Research Enhancement Coordinator.
The committee members and Associate Vice President for Research and Scholarly Activity will go down the list of ranked proposals, discuss each proposal, and determine which proposals are to be awarded.

After the meeting, make copies of budget pages for the proposals that were designated to be awarded.

Revise budgets for adjustments to awarded amounts.

On the spreadsheet list of research enhancement proposals, fill in the awarded amount for those proposals that were awarded.

Create and distribute awarded letters and rejection letters to Principal Investigators and others as follows:
- Awarded letters will be copied to Dean and Provost.
- Rejection letters will be copied to Dean.
- Keep copies of each of the letters for the file.

Create a spreadsheet of the support account numbers to be set up for next fiscal year of awarded proposals and budgeted amounts for Research Enhancement.
- This spreadsheet will include both college-level and university-level research enhancement distributions. For Research Enhancement College-Level distributions, See SOP 8.00 TAMUCC Research Enhancement-College-Level.
- Any residual not distributed from the university-level portion of research enhancement should be dumped in the Associate Vice President for Research and Scholarly Activity’s research enhancement support account.
- Note: create this spreadsheet after the college-level research enhancement has been calculated; see SOP 8.00 TAMUCC Research Enhancement-College-Level.
- Send electronic copies of spreadsheet to TAMUCC Budget Office and each of the college business coordinators.

IV. Date of Last Update: February 23, 2009
SOP 8.00 TAMUCC Research Enhancement-College-Level

I. **Purpose:** To calculate and distribute the TAMUC Research Enhancement-College-level funds to the five colleges.

II. **Associated Forms/Systems/Regulations:**

Regulations – TAMUCC Rule 15.01.01.C1 Administration of Research Enhancement Program

III. **Procedure:**

- This is to be completed between March and April of each year.
- Email the Senior Reporting Analyst in the TAMUCC Planning and Institutional Effectiveness for the number of total tenured and tenure-track faculty in each of the colleges for the previous fall semester.
- Once these numbers are received, calculate the percentages of total tenured and tenure-track faculty for the university.
- Update the Research Enhancement College-level memo sent by the Associate Vice President for Research and Scholarly Activity to include the revised amount of college-level Research Enhancement funding by college.
- Of the total $110,000 of Research Enhancement funds, 60% ($66,000) goes to university-level funding and 40% ($44,000) goes to college-level funding.
  - For college-level funding, half of the $44,000 ($22,000) is distributed evenly among the five colleges at $4,400 each.
  - The remaining $22,000 is divided up among the colleges based on the percentages of total tenured and tenure-track positions by college.
- The Associate Vice President for Research and Scholarly Activity signs off on the memo.
- Make copies and distribute to the college deans and business coordinators.
- Keep a copy of the memo for the file.
- **Note:** the college-level amounts to be distributed for each college will be included on the spreadsheet of support account numbers for the upcoming fiscal year (See SOP 7.00 for TAMUCC Research Enhancement-University-Level).

IV. **Date of Last Update:** February 23, 2009
SOP 9.00 Texas Research Development Fund

I. **Purpose**: To coordinate the Texas Research Development Fund (TRDF) program.

II. **Associated Forms/Systems/Regulations**:

   **Forms** - TRDF Request for Proposals Memo; TRDF Account Sheet, TRDF Application and Guidelines

III. **Procedure**:

   - See TRDF white binder on shelf in front of Grants and Contract Administrator's/TRDF Coordinator's desk.
   - TRDF is awarded to TAMUCC on a biennium so request for proposals (RFPs) are sent out twice a year. The first and main RFP is sent to tenured or tenure-track faculty. Contingent upon remaining TRDF funds, a smaller RFP is sent in January to new faculty for seed/start up money. Both RFPs and all other information is located on the Grants and Contract Administrator's/TRDF Coordinator's computer desktop in the TRDF file.
   - In March, begin coordination of main TRDF program. The Grants and Contract Administrator/TRDF Coordinator will meet with the Associate Vice President for Research & Scholarly Activity to schedule the first meeting date in May and the selection of an external committee to review proposals.
   - In March, the Grants and Contract Administrator/TRDF Coordinator will send out RFP to Deans and Chairs to share with their tenured and tenure-track faculty. The Grants and Contract Administrator/TRDF Coordinator will consult with the Associate Vice President for Research & Scholarly Activity on the RFP first.
   - The Grants and Contract Administrator/TRDF Coordinator will have the System Support Specialist II place the TRDF RFP and other related information on TAMUCC research website.
   - The Grants and Contract Administrator/TRDF Coordinator will begin coordinating travel and accommodations for external TRDF reviewers visit to TAMUCC in May for proposal reviews.
   - The Grants and Contract Administrator/TRDF Coordinator will reserve a meeting room for the TRDF committee to review proposals.
   - The Grants and Contract Administrator/TRDF Coordinator will continue to accept proposals and send reminder e-mails to faculty regarding the deadline of proposals, usually around April 29th.
The Grants and Contract Administrator/TRDF Coordinator will number each proposal as it is received. After deadline, the Grants and Contract Administrator/TRDF Coordinator will create and e-mail the external reviewers the agendas for proposal review on campus. The Grants and Contract Administrator/TRDF Coordinator will order 1 (one) copy of each proposal for each reviewer printed from the TAMUCC copy shop. The Grants and Contract Administrator/TRDF Coordinator will send 1 (one) copy of each proposal, list of proposals, and a rating sheet to each reviewer. The Grants and Contract Administrator/TRDF Coordinator will finalize the agenda and e-mail to the agenda to the reviewers and PIs. The Grants and Contract Administrator/TRDF Coordinator will take proposal copies, rating sheet and timer to the meeting. The Grants and Contract Administrator/TRDF Coordinator will take meeting notes. The meeting will be run by the Associate Vice President for Research and Scholarly Activity. Upon receiving all of the rating sheets, the Grants and Contract Administrator/TRDF Coordinator will take an average of all the ratings and prepare a spreadsheet identifying the proposals from highest rated to lowest rated. The Grants and Contract Administrator/TRDF Coordinator will finalize awardees and awarded amounts with the Associate Vice President for Research and Scholarly Activity. The Grants and Contract Administrator/TRDF Coordinator will prepare acceptance letters and rejection letters to faculty who submitted. The Grants and Contract Administrator/TRDF Coordinator will have the Associate Vice President for Research and Scholarly Activity sign the letters and send to PIs by campus mail. The Grants and Contract Administrator/TRDF Coordinator will keep copies for the file and remind PIs that funds cannot be spent until the following September 1. The Grants and Contract Administrator/TRDF Coordinator will create a spreadsheet of new TRDF support accounts to be set up. The spreadsheet will be sent to the Director of Accounting for accounts to be set up. After receiving the new TRDF support account numbers from Accounting, the Grants and Contract Administrator/TRDF Coordinator will send emails to faculty and their business coordinatorsassistants informing them of their new TRDF support account numbers. For the faculty who were not awarded TRDF, the Grants and Contract Administrator/TRDF Coordinator will prepare letters with comments from committee members as to why they were not
funded. The Grants and Contract Administrator/TRDF Coordinator will review the letters with the Associate Vice President for Research and Scholarly Activity prior to sending the letter out by campus mail. The Grants and Contract Administrator/TRDF Coordinator will keep copies for the file.

- The Grants and Contract Administrator/TRDF Coordinator will create DBR budget transfers in FAMIS from the main TRDF account to the new TRDF support accounts.
- The Grants and Contract Administrator/TRDF Coordinator will update TRDF spreadsheet of accounts.
- As necessary throughout the fiscal year, the Grants and Contract Administrator/TRDF Coordinator will receive various documents in his/her FAMIS in-box for approval that are generated by the administering departments that were awarded TRDF. These documents may be for payroll (EPA documents) or requisitions. When received by the Grants and Contract Administrator/TRDF Coordinator, the Grants and Contract Administrator/TRDF Coordinator will be required to review and approve these documents based on approved and awarded TRDF projects and related budgets.

IV. **Date of Last Update:** February 23, 2009
SOP 10.00 Federal Initiatives

I. **Purpose:** To coordinate the TAMU-System Federal Initiatives.

II. **Associated Forms/Systems/Regulations:**

   none

III. **Procedure:**

   ➤ The Federal Initiatives folder is located on the Grants and Contract Administrator's/Federal Initiatives Coordinator’s computer desktop with all the electronic files. The Federal Initiatives binder (which contains all Federal Initiatives proposal hardcopies) is located on the shelf in front of the Grants and Contract Administrator’s desk.
   ➤ In September, the Grants and Contract Administrator/Federal Initiatives Coordinator will begin coordination of the Federal Initiatives.
   ➤ The Grants and Contract Administrator/Federal Initiatives Coordinator will coordinate the call for proposals for federal funding initiatives.
   ➤ The Grants and Contract Administrator/Federal Initiatives Coordinator will be responsible for partnerships and efforts in Washington, DC.
   ➤ The Grants and Contract Administrator/Federal Initiatives Coordinator will review the previous year’s federal initiative proposal submissions for any necessary changes with the Associate Vice President for Research and Scholarly Activity. The Grants and Contract Administrator will receive a memo from the TAMU System Chancellor’s Office regarding Federal Initiative requests and forward to all the TAMUCC Deans.
   ➤ The Grants and Contract Administrator/Federal Initiatives Coordinator will set a meeting date with the Deans and the Associate Vice President for Research and Scholarly Activity HK for November.
   ➤ The Grants and Contract Administrator/Federal Initiatives Coordinator will work with individual PI’s to update existing proposals.
   ➤ The Grants and Contract Administrator/Federal Initiatives Coordinator will modify each proposal to Texas A&M University System guidelines.
   ➤ Upon completion, the Grants and Contract Administrator/Federal Initiatives Coordinator will e-mail the TAMU System Chancellor all submissions with a cover page.
   ➤ The Grants and Contract Administrator/Federal Initiatives Coordinator will update the 2 (two) Federal Initiatives binders; one of the binders belongs to the Grants and Contract Administrator/Federal Initiatives Coordinator and the other binder belongs to the Associate Vice President for Research and Scholarly Activity.
   ➤ The Grants and Contract Administrator/Federal Initiatives Coordinator will coordinate the Texas A&M University System Chancellor’s on campus visit to personally see all initiatives.
The Grants and Contract Administrator/Federal Initiatives Coordinator will create an agenda to include each initiative for 10 minute presentation.

The Grants and Contract Administrator/Federal Initiatives Coordinator will coordinate the Texas A&M University System Chancellor visit with each PI and Chancellor’s office. Agendas will be emailed to all parties by the Grants and Contract Administrator/Federal Initiatives Coordinator.

IV. **Date of Last Update:** February 23, 2009
SOP 11.00 Academy Speaks Reception

I. **Purpose:** To coordinate the Academy Speaks Reception.

II. **Associated Forms/Systems/Regulations:**

   none

III. **Procedure:**

   1. The Grants and Contract Administrator/Academy Speaks Reception Coordinator maintains the Academy Speaks folder on his/her computer desktop with all electronic files.
   2. The Grants and Contract Administrator will coordinate Academy Speaks Reception with the TAMUCC Bell Library.
   3. In February, the Grants and Contract Administrator/Academy Speaks Reception Coordinator will receive an e-mail from the TAMUCC Bell Library with the date of the Academy Speaks reception.
   4. The reception is always planned during National Library Week which is usually between April 13 and April 17.
   5. The Grants and Contract Administrator/Academy Speaks Reception Coordinator will work with the Associate Vice President for Research and Scholarly Activity to select the faculty member to receive “University Excellence in Scholarly/Creative Activity Award”.
   6. The Grants and Contract Administrator/Academy Speaks Reception Coordinator will work with the TAMUCC Bell Library to create and distribute event invitations.

IV. **Date of Last Update:** February 23, 2009
SOP 12.00 Research and Scholarly Activity Workshops

I. **Purpose:** To coordinate the Research and Scholarly Activity Workshops.

II. **Associated Forms/Systems/Regulations:**

   none

III. **Procedure:**

   ➢ The “Workshops” folder is located on the Grants and Contract Administrator/Research and Scholarly Activity Workshop Coordinator’s computer desktop with all electronic files.
   ➢ On August 1st, the Grants and Contract Administrator/Research and Scholarly Activity Workshop Coordinator will begin coordination of the annual workshops.
   ➢ Using the previous year’s workshop brochures, the Grants and Contract Administrator/Research and Scholarly Activity Workshop Coordinator will schedule all rooms at the TAMUCC University Center, using the dates and times as close as possible to what was scheduled in the previous year.
   ➢ Once scheduling is finalized, the Grants and Contract Administrator/Research and Scholarly Activity Workshop Coordinator will coordinate the catering budget with the Director of Research and Scholarly Activity.
   ➢ Contingent upon funding, the Grants and Contract Administrator/Research and Scholarly Activity Workshop Coordinator will contact campus catering to place food/drink order for each workshop. The Grants and Contract Administrator/Research and Scholarly Activity Workshop Coordinator will utilize the previous year’s catering order.
   ➢ The Grants and Contract Administrator/Research and Scholarly Activity Workshop Coordinator will set a meeting with the research staff to review workshop participation.
   ➢ The Grants and Contract Administrator/Research and Scholarly Activity Workshop Coordinator will order 50 color copies and 400 B&W copies from the university copy shop.
   ➢ On September 1st, the Grants and Contract Administrator/Research and Scholarly Activity Workshop Coordinator will send the provost’s office 300 black and white brochures to be placed in the New Faculty Meeting folders.
   ➢ The Grants and Contract Administrator/Research and Scholarly Activity Workshop Coordinator will place workshop information on the Microsoft Office calendars of the Research Office staff presenters.
The Grants and Contract Administrator/Research and Scholarly Activity Workshop Coordinator will update the evaluation form and print copies for each workshop. Evaluations must be completed at the end of each workshop and kept on file.

For each workshop, the Grants and Contract Administrator/Research and Scholarly Activity Workshop Coordinator will arrive early at each workshop to confirm room set up, catering, computer set up and prepare welcome table with name tags, evaluation sheets and sign in sheet.

One week before each workshop, the Grants and Contract Administrator/Research and Scholarly Activity Workshop Coordinator will e-mail each presenter and alert Campus Announcements of upcoming workshops. In addition, the Grants and Contract Administrator/Research and Scholarly Activity Workshop Coordinator will alert each college’s Administrative Assistant to share with faculty and to encourage attendance.

IV. Date of Last Update: February 23, 2009
## Appendix A

### Research & Scholarly Activity Office Contact Sheet – Revised 1/15/09

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Laura Leal Rosales, CRA, Ed.D.</td>
<td>3882</td>
<td><a href="mailto:laura.rosales@tamucc.edu">laura.rosales@tamucc.edu</a></td>
</tr>
<tr>
<td>Director of Research &amp; Scholarly Activity</td>
<td></td>
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<tr>
<td>- Overseeing Pre-Award and Post Award Administration</td>
<td></td>
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</tr>
<tr>
<td>Mayra Hough</td>
<td>5137</td>
<td><a href="mailto:mayra.hough@tamucc.edu">mayra.hough@tamucc.edu</a></td>
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<tr>
<td>Grants &amp; Contract Administrator</td>
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<tr>
<td>- Pre-Award Administration for the following departments:</td>
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<td>- College of Science &amp; Technology</td>
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<td>- Center for Coastal Studies</td>
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<td>- Conrad Blucher Institute/Division of Nearshore Research</td>
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<td>- Center for Water Supply Studies</td>
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<td>- Harte Research Institute</td>
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<td>- Proposal Development and Submission</td>
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<td>- Electronic Research Administration</td>
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<td>- Award Negotiation and Sponsor Liaison</td>
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<td>- Sub-Awards/Sub-Contracts</td>
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<td>- Post Award/Sponsor Prior Approvals: no-cost extensions, carry-forward requests, budget revisions, etc.</td>
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<tr>
<td>Robin Ellis</td>
<td>2186</td>
<td><a href="mailto:robin.ellis@tamucc.edu">robin.ellis@tamucc.edu</a></td>
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<tr>
<td>Grants &amp; Contract Administrator</td>
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<td>- Funding Opportunities</td>
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<td>- Including: InfoEd SPIN + UserID/Password Setup and Training</td>
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<td>- Pre-Award Administration for the following departments:</td>
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<td>- Student Affairs</td>
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<tr>
<td>- Texas Research Development Fund, Research Enhancement, &amp; Federal Initiatives</td>
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<tr>
<td>Pamela Villafuerte-Langford</td>
<td>3885</td>
<td><a href="mailto:pamela.villafuerte@tamucc.edu">pamela.villafuerte@tamucc.edu</a></td>
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<tr>
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<td>- Center for Water Supply Studies</td>
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<tr>
<td>Jennifer “Jenny” Quick</td>
<td>2299</td>
<td><a href="mailto:jennifer.quick@tamucc.edu">jennifer.quick@tamucc.edu</a></td>
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<td>Accountant II</td>
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<td>- Associate Vice President for Special Projects</td>
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<td>- Bell Library</td>
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<td>- Title V/Upward Bound/Student Support Services</td>
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<td>- Community Outreach</td>
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<tr>
<td>Renee Gonzales, CRA</td>
<td>2497</td>
<td><a href="mailto:renee.gonzales@tamucc.edu">renee.gonzales@tamucc.edu</a></td>
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<tr>
<td>Compliance Officer</td>
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<td>- Compliance Committees:</td>
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<td>- Institutional Review Board (IRB)</td>
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<td>- Institutional Animal Use and Care Committee (IACUC)</td>
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<td>- Conflict of Interest Review Committee (CIRC)</td>
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<td>- Institutional Bio-safety Committee (IBC)</td>
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