OPERATING POLICY AND PROCEDURE

TTU OP: 74.01, Office of Research Services

DATE: June 28, 2002

PURPOSE: This Operating Policy/Procedure (OP) describes the organizational characteristics, purpose, and function of the Office of Research Services.

REVIEW: This OP will be reviewed by March 1 of every even-numbered year by the associate vice president for Research with recommendations for change submitted to the vice president for Research, Graduate Studies and Technology Transfer by March 15.

POLICY/PROCEDURE

The Office of Research Services (ORS) is the organizational unit at Texas Tech that provides centralized administrative and management services for sponsored projects. Sponsored projects include grants, contracts, and cooperative agreements from both the public and private sectors which support research, instructional, and service projects. ORS is involved in three general phases of sponsored project activity:

1. Proposal Development Phase

   Activities include the monitoring and collection of information on funding agencies and their programs; the maintenance of an interest file for faculty; and the distribution of appropriate materials based upon these interests. ORS also offers assistance in proposal preparation, ensures appropriate review criteria are met, and transmits proposals to the funding agencies for consideration.

2. Negotiation and Award Phase

   ORS monitors the status of all submitted proposals, negotiates the business aspects of grants and contracts on behalf of the university, and processes all documents pertaining to the awards. After an award has been received, ORS initiates an internal budget for the expenditure of project funds.

3. Post-Award Management Phase

   ORS provides a wide variety of project management services for the project director. The office approves and initiates all budget changes, project modifications, certain equipment purchases, and other special transactions. ORS also acts as a clearinghouse for grant and contract-related problems that may require inter-office coordination before they are solved.