



**TEXAS TECH™**

**Operating Policy and Procedure**

**OP 74.01: Office of Research Services**

**DATE:** December 6, 2024

**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 every two years after publication by the Managing Director of the Office of Research Services with substantive revisions submitted to the Associate Vice President for Research Operations.

**POLICY/PROCEDURE**

The Office of Research Services (ORS) at Texas Tech University (TTU) facilitates and supports research activities through 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. This policy outlines the functions, responsibilities, and procedures of ORS.

**1. Scope**

This policy applies to all faculty, staff, students, and external collaborators engaged in research activities under the auspices of Texas Tech University.

**2. ORS Functions and Responsibilities**

**a. Proposal Submission**

- Assist faculty, staff, and students in preparing competitive grant proposals;
- Review grant proposals for compliance with sponsor guidelines and institutional policies; and
- Coordinate proposal submission processes and ensure timely submission to funding agencies.

**b. Award Negotiation, Acceptance, and Non-Financial Management**

- Draft, review, negotiate, and execute grants, contracts, cooperative agreements, and subawards on behalf of the university;
- Draft, review, negotiate, and execute non-disclosure agreements, material transfer agreements, and other miscellaneous agreements; and

- Facilitate post-award modifications, including personnel changes, formal amendments, and no-cost extensions.

### **3. Researcher Responsibilities**

#### **a. Proposal Development and Submission**

Researchers must contact ORS at least seven business days prior to the submission deadline. Proposals must undergo internal review, approval, and routing processes before submission to external funding agencies. ORS will assist with budget preparation, proposal formatting, and electronic submission.

#### **b. Agreement Review and Adherence**

Principal Investigators (PIs) are responsible for complying with the terms and conditions of sponsored awards and ensuring project oversight. Any changes to the scope of work or key personnel must be reviewed and approved by ORS and, if applicable, the sponsoring agency, before implementation.

The [ORS website](#) provides access to forms, guidelines, policies, and other resources related to research administration, compliance, and support services. Researchers are encouraged to consult the website or contact ORS staff for assistance with specific inquiries or needs.