



Standard Administrative Procedure (SAP)

15.01.01.L1.03 Negotiation and Acceptance of Sponsored Agreements

First Approved: February 24, 2014
Revised: October 29, 2018
December 20, 2023
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Procedure Statement and Reason for Procedure

This SAP identifies the roles, responsibilities, and steps for the negotiation and acceptance of sponsored agreements.

Procedures and Responsibilities

1. GENERAL

Texas A&M International University (TAMIU) will adhere to the guidelines provided in Texas A&M University System (System) [Regulation 15.01.01, Sponsored Agreements – Research and Other](#). In accepting sponsored agreements, TAMIU is obligated to fulfill the purposes and requirements of each sponsored agreement through its oversight of TAMIU personnel, resources, and facilities. As such, sponsored agreements require careful review to protect the interests of the researcher and TAMIU. In order to assure that the work can be performed as described, review and approval of the terms and conditions of agreements by the Principal Investigator (PI) and TAMIU officials are necessary to assess feasibility, costs, and benefits, as well as identify institutional risks.

The Provost and Vice President for Academic Affairs (Provost) is the Institutional Official responsible for all sponsored agreements. The Provost provides oversight to ensure that all TAMIU proposals to perform research, instruction, and other activities for external sponsors via sponsored agreements adhere to TAMIU rules, System policies and regulations, sponsor terms and conditions, and other applicable federal and state regulations.

2. ROLES IN NEGOTIATIONS

- 2.1 The Office of Grants and Contracts (OGAC) will review the terms and conditions of agreements for non-standard conditions and negotiate any necessary changes. OGAC is also responsible for assuring that sponsor requirements are compatible with TAMIU-sponsored project policies, are consistent with government-wide regulations applicable to universities, and reflect the understandings agreed upon prior to the award. OGAC has the primary responsibility for resolving any differences between TAMIU and the sponsor with regard to terms and conditions of new awards, as well as modifications or amendments to existing awards. To confirm that agreements are acceptable, OGAC will consult, as needed, with the TAMIU Office of Purchasing and Contract Administration, the TAMIU Office of Research and Sponsored Projects (ORSP), the TAMIU Associate Vice President for Administration, the System Office of General Counsel, and the System Office of Technology Commercialization.
- 2.2 OGAC will notify the Principal Investigator/Project Director (PI/PD) of the need to make changes to the project budget and/or scope of work prior to award acceptance. If such modifications are necessary, the PI/PD will collaborate with OGAC to modify the project budget and/or scope of work, and OGAC will submit the revised documents to the sponsor.
- 2.3 The PI/PD will communicate with other project team members concerning any changes in the scope of work or budget that substantially impacts their participation in the project.
- 2.4 The PI/PD will notify the appropriate regulatory office (i.e., Institutional Review Board, Institutional Animal Care and Use Committee, Biosafety, etc.) if changes to the project scope affect approved protocols.

3. INTERNAL REVIEW AND APPROVAL

- 3.1 If the President, Provost, ORSP, or the PI/PD receive the award letter, immediate notification should be given to OGAC. If an award document is received directly by OGAC, award notification will be given to the PI/PD, Provost, and ORSP.
- 3.2 OGAC will advise the PI/PD that the award document is being reviewed to ensure that the required terms and conditions are in accordance with TAMIU and System policies and procedures. In reviewing the terms and conditions of an award, OGAC seeks to protect the rights of the PI/PD and TAMIU and assure the feasibility of administering the award.
- 3.3 OGAC will determine the appropriateness of the terms and conditions and suggest alternatives to be negotiated with the sponsor. Possible areas of concern in reviewing the terms and conditions include: re-budgeting restrictions, mandatory prior approval on certain transactions, ability to extend the term of the award, unreasonable reporting requirements, appropriate payment terms, and restrictions on patents and publishing.
- 3.4 OGAC will send the final terms and conditions of the award to the PI/PD for review and approval.

- 3.5 The PI/PD will provide an official approval to OGAC. This approval can be provided via email.
- 3.6 Once approved by the PI/PD, OGAC will forward the award document to the Provost for review and signature, indicating acceptance.
- 3.7 The signed award document will be sent to OGAC and returned to the sponsor to be fully-executed.

Related Statutes, Policies, Regulations, or Rules

[OMB Uniform Guidance Title 2 CFR, Part 200](#)
[System Regulation 15.01.01, *Sponsored Agreements – Research and Other*](#)

Definitions

Principal Investigator/Project Director (PI/PD) – The person who takes direct responsibility for completion of a funded project, directing the research or program and reporting directly to the funding agency.

Contact Office

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