



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 65.06, Contracts and Grants Made Directly to Individuals

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to establish the conditions governing a grant or contract made directly to an individual employee of TTUHSC El Paso. It is the responsibility of the person(s) affected by the HSCEP OP to adhere to the policy as established in this document.

REVIEW: This HSCEP OP will be reviewed March 1 of every odd-numbered year by the director of contracts and grants accounting, with recommendations for revisions submitted to the chief financial officer, or their designee, by March 15.

POLICY/PROCEDURES:

I. General Policy:

The intent of this policy is to prevent the use of TTUHSC El Paso resources for personal gain by an employee.

II. Application of Policy:

- A. Employees must process all grants and contracts through the administrative channels of TTUHSC El Paso. Employees may not use institutional resources in carrying out the provisions of the grant or contract unless: (1) approved by institutional administration and (2) an institutional budget has been established for that purpose.
- B. It is the policy of TTUHSC El Paso administration to review grants and contracts awarded directly to individuals when institutional resources will be used in the fulfillment of the grant or contract terms, including but not limited to:
 - 1. Facilities, such as office, laboratory, or clinical spaces, as well as any other area within TTUHSC El Paso;
 - 2. Plant operations and maintenance, such as utilities, janitorial services, routine maintenance, and repairs;
 - 3. Library resources, such as books, library staff, and computer information systems;
 - 4. TTUHSC El Paso personnel in academic, administrative, and/or other support areas during the time they are fulfilling their TTUHSC El Paso paid responsibilities; or
 - 5. Any other factors contributing to institutional expenses, whether direct or indirect.
- C. Funding received for grants and contracts that utilize institutional resources must be made payable to TTUHSC El Paso and deposited into an institutional account in accordance with applicable TTUHSC El Paso operating policies.