



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 65.01, **Establishing Sponsored Program Funds**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to define the process of establishing separate funds for programs receiving financial support from external sources (sponsored programs).

REVIEW: This HSCEP OP will be reviewed May 15 of every odd-numbered year by the director of Accounting Services and the directors of Sponsored Programs (SP), with recommendations for revisions submitted to the vice president for research (VPR) and the chief financial officer (CFO) by June 1.

POLICY/PROCEDURES:

1. Departmental Responsibilities:

- A. To establish a sponsored program fund, the project director, principal investigator or other assigned personnel must submit a new fund request via the New Fund Request System located at <https://fund.app.texas-tech.edu/> attaching all required documentation as listed in Section 3.
- B. Under certain limited circumstances, principal investigators may request approval from the VPR to establish a fund prior to receipt of the grant award notice. If allowable by the sponsor and approved by the VPR, a fund may be established ninety (90) days prior to the award's anticipated start date, provided that an award is expected, there is a need to incur costs or establish accounting or budget information prior to the award start date and pre-award costs are allowable by the sponsor.

To request a 90-day pre-award, the principal investigator should submit an email request and supporting forms, excluding the award notice, to SP for VPR approval. The request should include the following statement: "It is expected that a grant award notice is forthcoming. The Principal Investigator's department will assume all costs not funded by the sponsor. These costs will be covered by backup FOP _____." The fund manager of the provided backup FOP must also approve the request.

The backup FOP should also be indicated in the New Fund Request System. The organization code manager certifies in the New Fund Request System that the backup FOP will be used if the cost incurred exceeds award revenues.

- C. If SP has requested an award extension from the sponsor and the award notice has not yet been received, the principal investigator, or designated departmental personnel, may submit a request to extend the project's end date in the system. This extension allows for the continuation of costs and establishment of accounting or budget information. The request must be approved by SP.

In this case, all required forms, excluding the award notice, must be submitted to SP for approval with the following phrase included in the email request: "It is expected that the grant award will be extended through _____. The Principal Investigator's department will assume all costs not funded by the sponsor. These costs will be covered by backup FOP _____." The fund manager of the provided backup FOP must also approve the request.

- D. The project director, principal investigator or other assigned personnel will be responsible for establishing a project budget sufficient in amount to cover expenditures and encumbrances and which does not exceed anticipated award revenues in compliance with HSCEP OP 65.03.

2. Sponsored Programs Responsibilities:

- A. SP will review the documentation for completion and authority to establish or extend the project. If the actual grant award notice has not been received, whenever possible, information should be obtained in writing from the sponsor and should include the award number, the time period of the award, the amount to be awarded, and the estimated date of receipt of the actual award. Upon receipt, SP is responsible for sending the grant award notice to Contracts and Grants Accounting (CGA). All extensions must be documented in the fund file.
- B. Once all documentation has been reviewed, SP will forward the required forms/information to CGA and to the project director and/or the principal investigator to establish a new fund as listed in Section 1 of this HSCEP OP.
- C. SP will notify CGA when any changes are made to the grant, such as extensions, cost share changes, expected award receipt date, or changes to sub-recipient information. Supporting documentation for any such changes must be submitted to CGA by SP as appropriate.
- D. SP serves as the liaison between the funding agency and the institution.

3. Contracts and Grants Accounting Responsibilities:

- A. CGA will approve a new fund request upon receipt of all required information and documentation. The following documentation should be attached to the new fund request, including but may not be limited to:
- (1) Grant Award Notice/Letter:
 - If the award notice has not been received and the fund meets the conditions as stated in Section 1(B), CGA will set up the fund no earlier than ninety (90) days prior to the expected award start date.
 - SP is responsible for sending the grant award notice to CGA upon receipt as stated in Section 2(A).
 - (2) Sponsor approved budget from award notice/grant proposal, including a detailed budget justification, as appropriate.
 - (3) Cost Share/Matching Information, if applicable (Refer to HSCEP OP 65.11).
 - (4) Sub-recipient information, if applicable (Refer to HSCEP OP 65.09).
 - (5) Project start and end date, principal investigator's name, salary cap amount, if applicable.
 - (6) Financial report due dates and scheduled payment dates, if applicable.

- (7) Grant guidelines for private agencies, if applicable.
 - (8) IRB (Institutional Review Board) approval letter, if applicable.
- B. CGA will maintain an electronic file of all set-up documentation as well as subsequent correspondence, reports, and records documenting materially significant financial transactions and events for the life of the project. Records will be kept according to sponsor guidelines and institutional guidelines.