

RESEARCH ADMINISTRATION

GOT QUESTIONS?

Maestro? Budgeting? Proposals?

Allowable Costs? Cost Transfers? Payroll Issues?

SPONSORED RESEARCH SERVICES (SRS) HAS ANSWERS FOR YOU

AnSRS4U

Answers for you is SRS's new program for promoting engagement and research administration learning.



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Welcome to AnSRS4U

SPONSORED RESEARCH SERVICES HAS ANSWERS FOR YOU

Answers for you is SRS's new program for promoting engagement and research administration learning

Presentations will be offered monthly at SRS and remotely via Zoom

Join our Listserv to get updates on **AnSRS4U** presentations and other important research administration news. E-mail AnSRS4U@tamu.edu or Rachel Vaughn at rvaughn@tamu.edu to be added to the group.

Texas A&M Sponsored Research Services



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Texas A&M Sponsored Research Services

Our Vision

Minimize the administrative burden of the research process.

- Delivering the best possible service
- Improving communication through the research community; serving as a liaison
- Maintaining trust-worthy, open-minded relationships

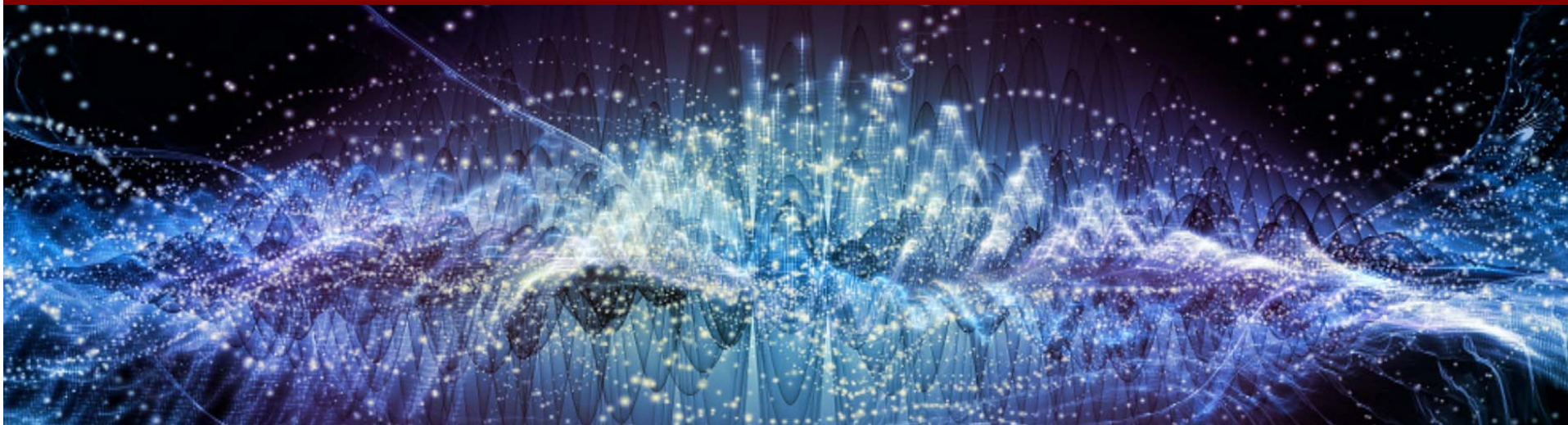
Uphold high ethical standards.

- Ensuring compliance at all levels
- Providing cost-effective service within SRS and project budgets
- Developing a culture of mutual respect

Exhibit leadership in research administration.

- Collaborating to develop consistent and efficient procedures
- Engaging in training and professional development
- Maximizing the benefits of technology

Leadership



Kristi Billinger, Executive Director
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Associate Executive Directors

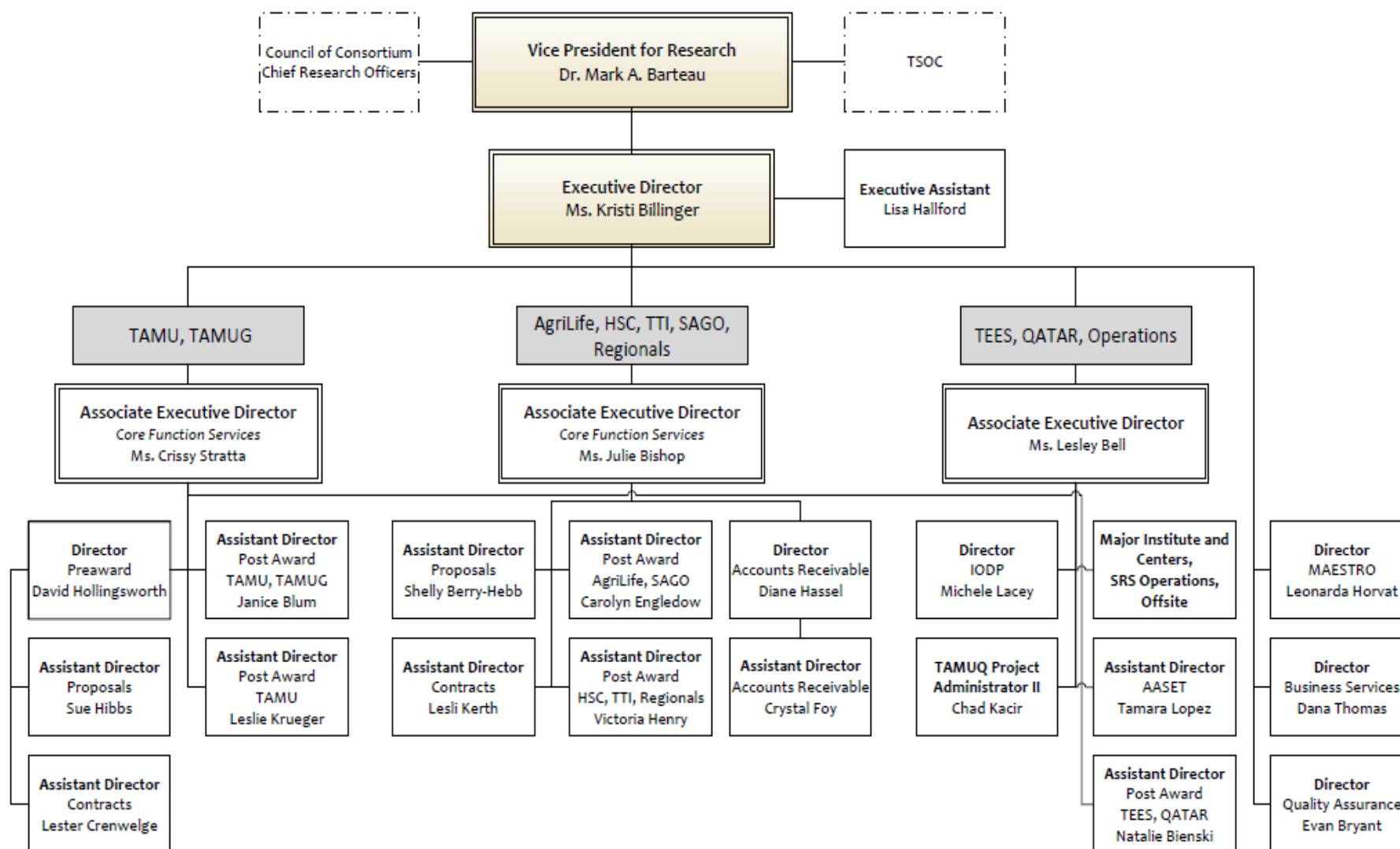
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[About Us](#)

[My Contact](#)

[Leadership](#)

[Proposals](#)

[Contracts](#)

[Projects](#)

My Contact



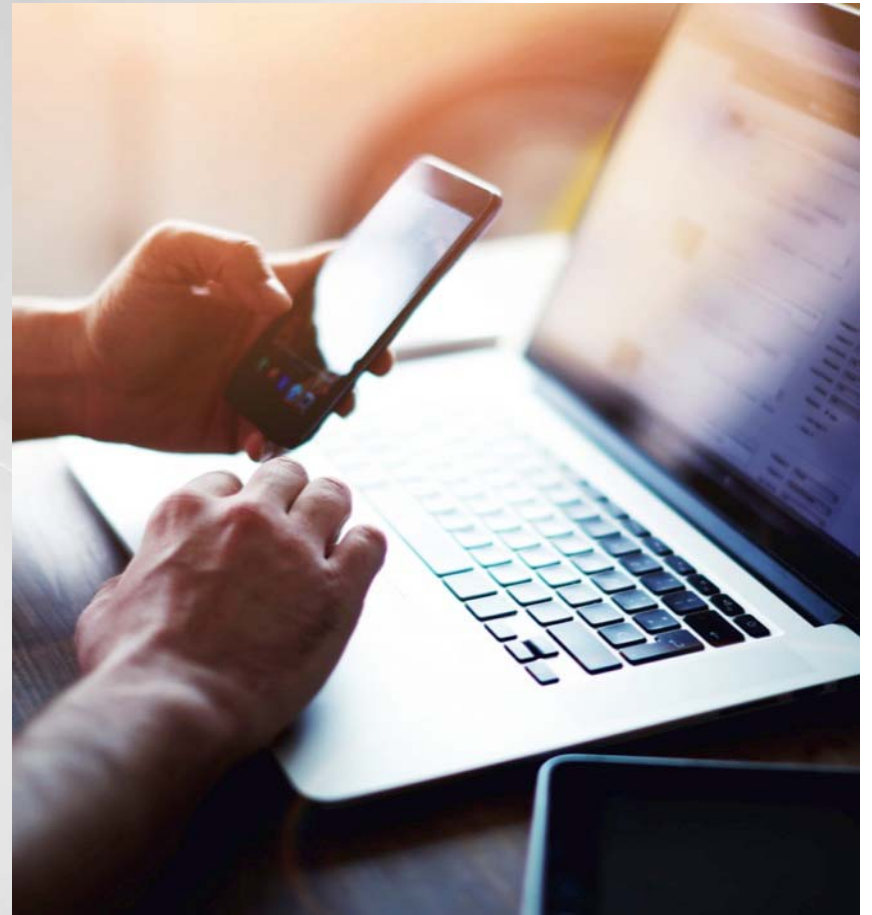
[Click here to see an employee directory](#)



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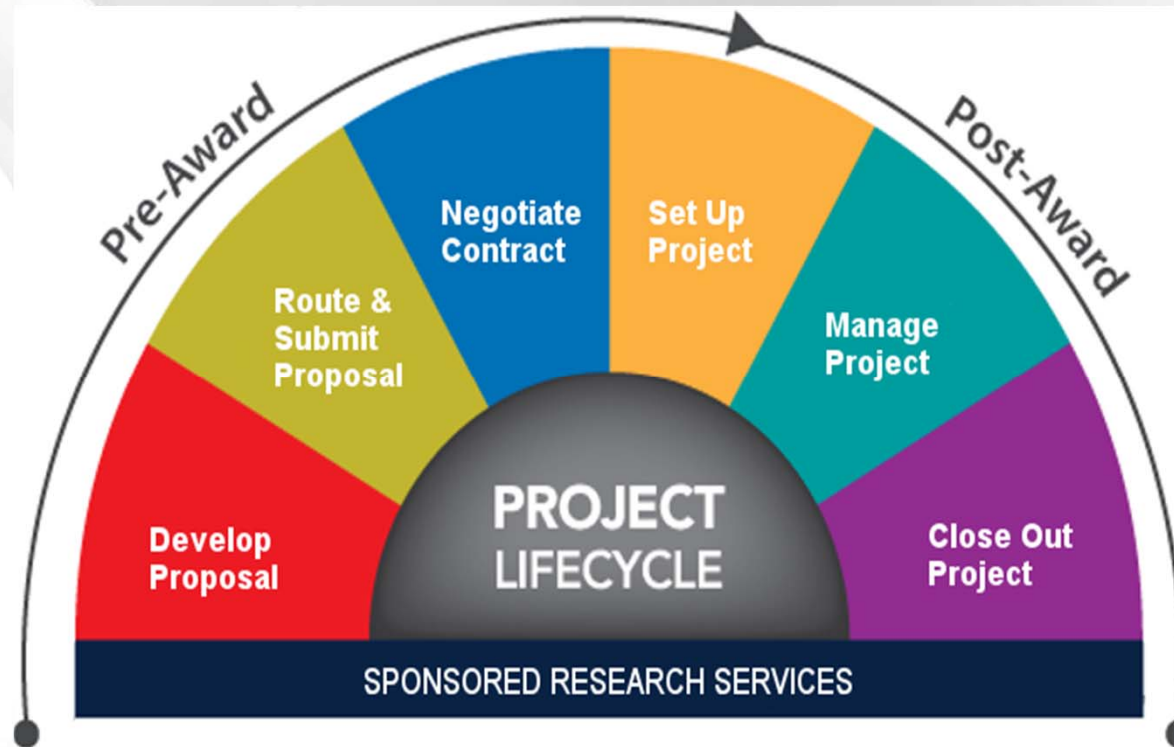
Maestro

- Researcher portal
- Executive portal
- Proposal tracking, routing, and approval
- Project and sponsored account management
- Financial conflict of interest disclosures and reviews
- Comprehensive search (area of interest, funding opportunities, equipment, awards)



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Life Cycle of an Award



Proposal Preparation and Submission

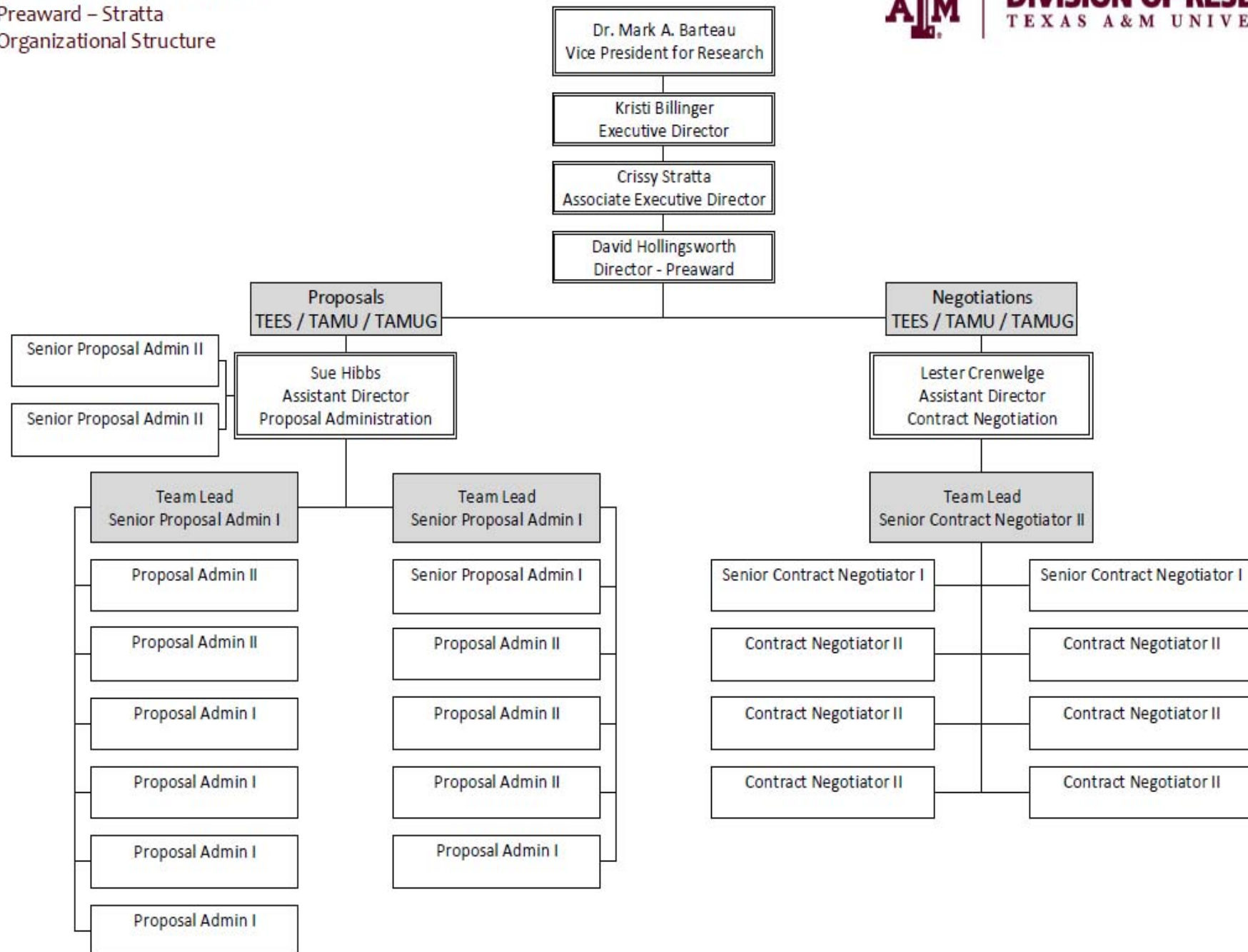


The SRS proposal administrators assist researchers with the preparation and submission of proposals to sponsors for external funding.

Sponsored Research Services
Preaward – Stratta
Organizational Structure



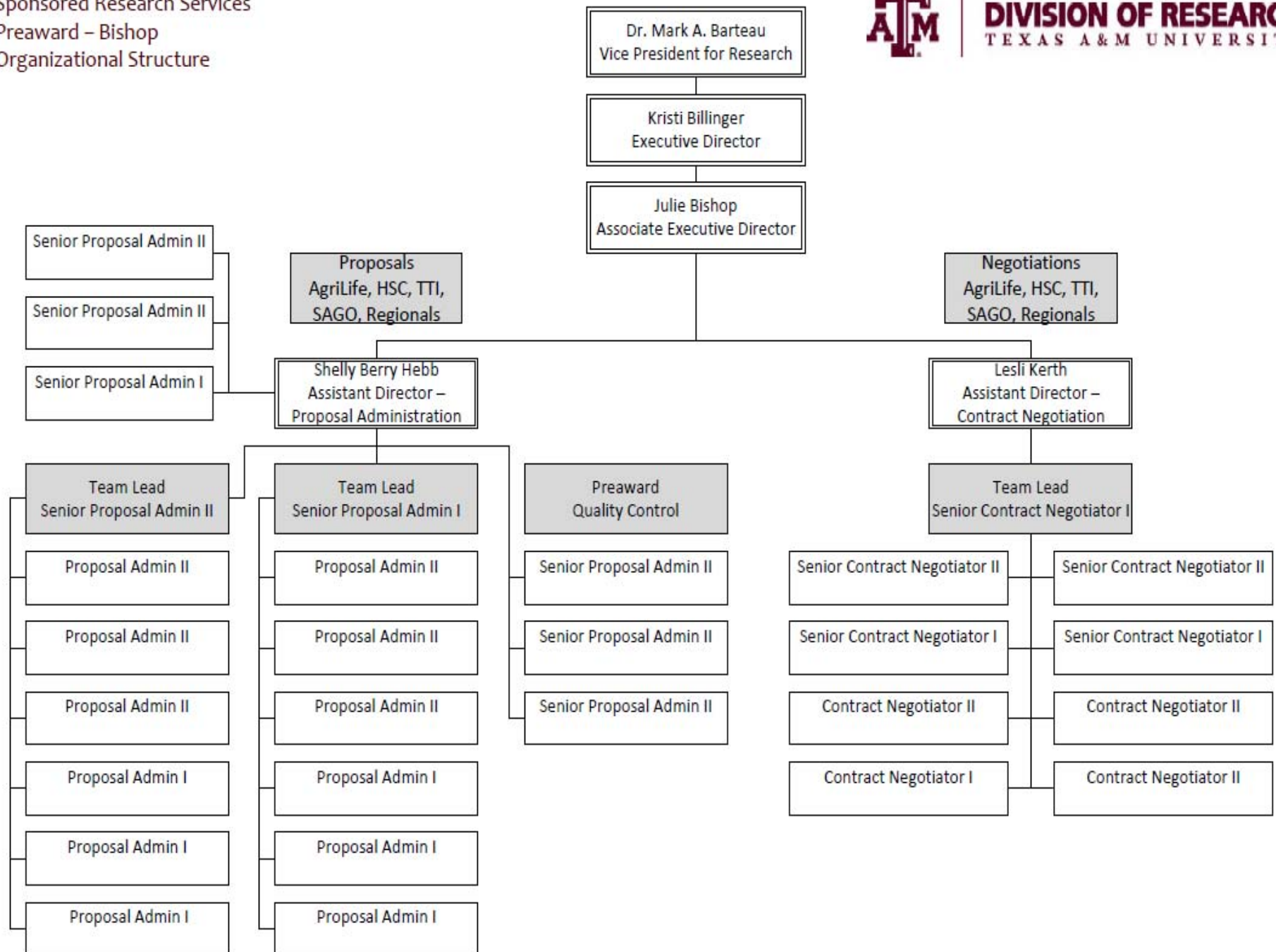
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Sponsored Research Services
Preaward – Bishop
Organizational Structure



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Proposal Preparation and Submission

Role of the SRS Proposal Administrator

Proposal Development

- Work with faculty (or designee) on budget preparation.
- Interprets sponsor RFP/Guidelines.
- Inform and assist faculty on any prior approvals that may be needed.
- Complete all administrative information in application package.
- Upload administrative documents required by the sponsor.
- Review proposal for compliance with sponsor's guidelines, RFP, or solicitation as well as System member rules, SAPs and System Policy.

Proposal Routing

- Routes each proposal for external funding for approval by all investigators, department head or unit director, dean or appropriate vice president, and Member administration or designee (i.e., VPR, CFO, CEO, Vice Chancellor, etc.)
- While System member approval is required prior to proposal submission, in the event that appropriate officials have not approved, SRS ensures the proposal routing has been initiated and the PI approval has been obtained.

Proposal Submission

- When final documents are received and time allows, SRS provides a thorough quality review

Contract Negotiation



Agreements require careful review to protect the interest of the researcher and the System member, while also considering the impact of the proposed agreement terms to the researcher, students, System member, and sub-recipeints.

Contract Negotiation

Role of the SRS Contract Negotiator

- Review and negotiate the terms and conditions of agreements or modification to ensure compliance with applicable Texas A&M System policies, member rules/guidelines, and federal and state regulations.
- Review and address any exceptions included in the Request for Applications (RFP/RFA) at the time of proposal preparation.
- When necessary, negotiators engage the Office of General Counsel, Texas A&M Technology Commercialization, Risk Management, and System member offices to determine optimal agreement terms, and mitigate high risk clauses.
- Seek System member approval for IP and IDC waivers, cost sharing, project termination/suspensions, and non-standard terms.
- Track agreements through to full execution.

Contract Negotiation

Items Required to Complete Negotiations

- **Proposal:** A Contract Negotiator will verify a proposal has been routed and approved. Agreements can not be executed without an approved proposal by the System member.
- **Financial Conflict of Interest (FCOI):** Verify FCOI has not changed since the proposal was submitted.
- **Export Control Determination Form (ECD):** if there are non-standard conditions with publications, exports, and intellectual property, the form will be sent to TAMU/HSC/TEES for approvals and required compliance review.
- **Compliance:** The contract negotiator will review the contract and scope of work and compare it to the submitted proposal to verify that the PI Compliance Statement in Maestro is accurate and that all necessary compliance items have been identified.
- **High Risk Terms :** High risk terms must be reviewed and approved by the System member prior to final execution by SRS.



Award & Account Set-Up Expediting Team

AASET

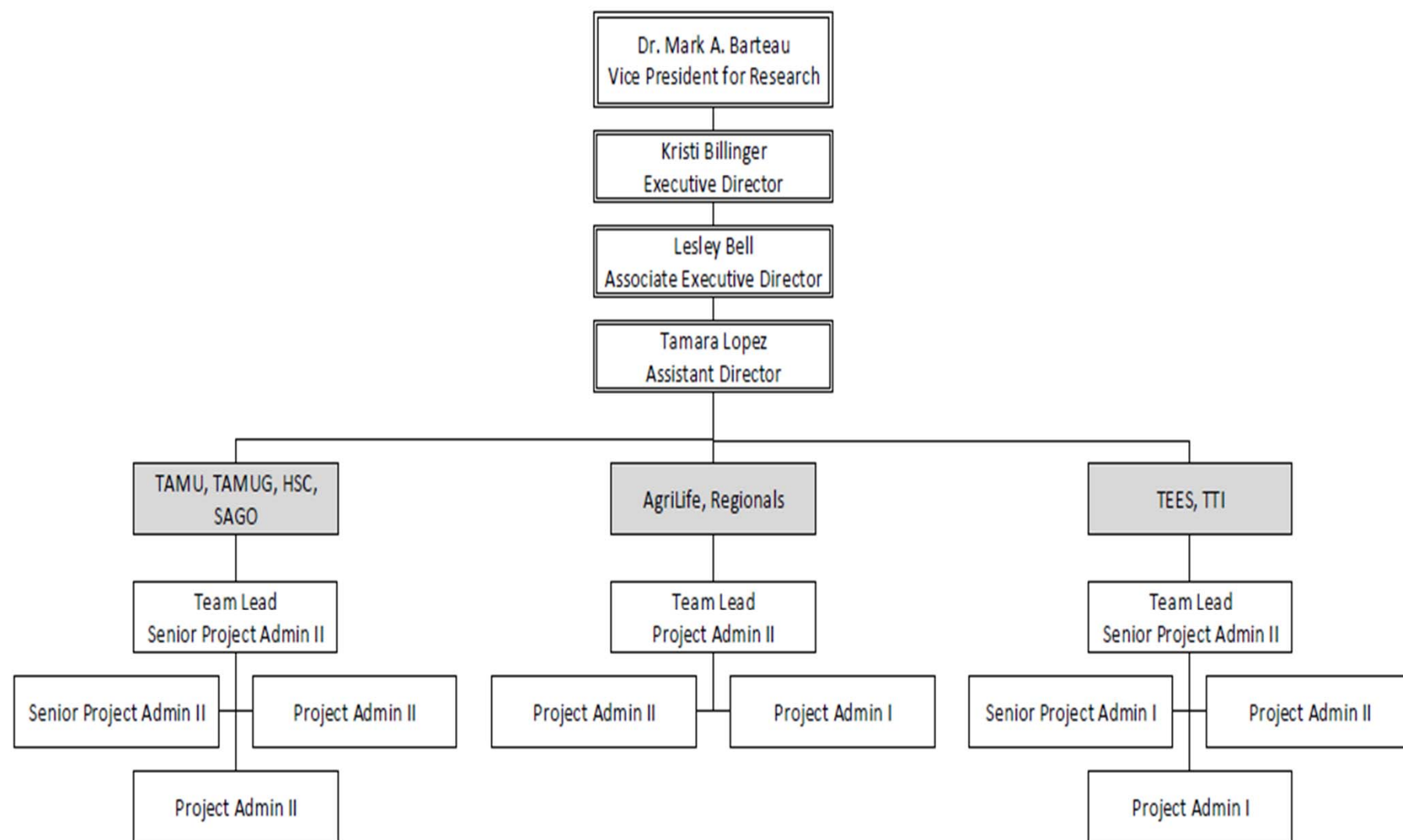
- Created to expedite award intake & project set-up
- 80-85% of set-ups are completed within 10 days
- Maintains data integrity for TAMUS member reporting
- Works across all TAMUS members
- AASET handles the actions for modifications and/or amendments with funding attached
- Compliance is clear before releasing the project to Post Award



Sponsored Research Services
Post-Award – AASET Team
Organizational Structure



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Project Administration

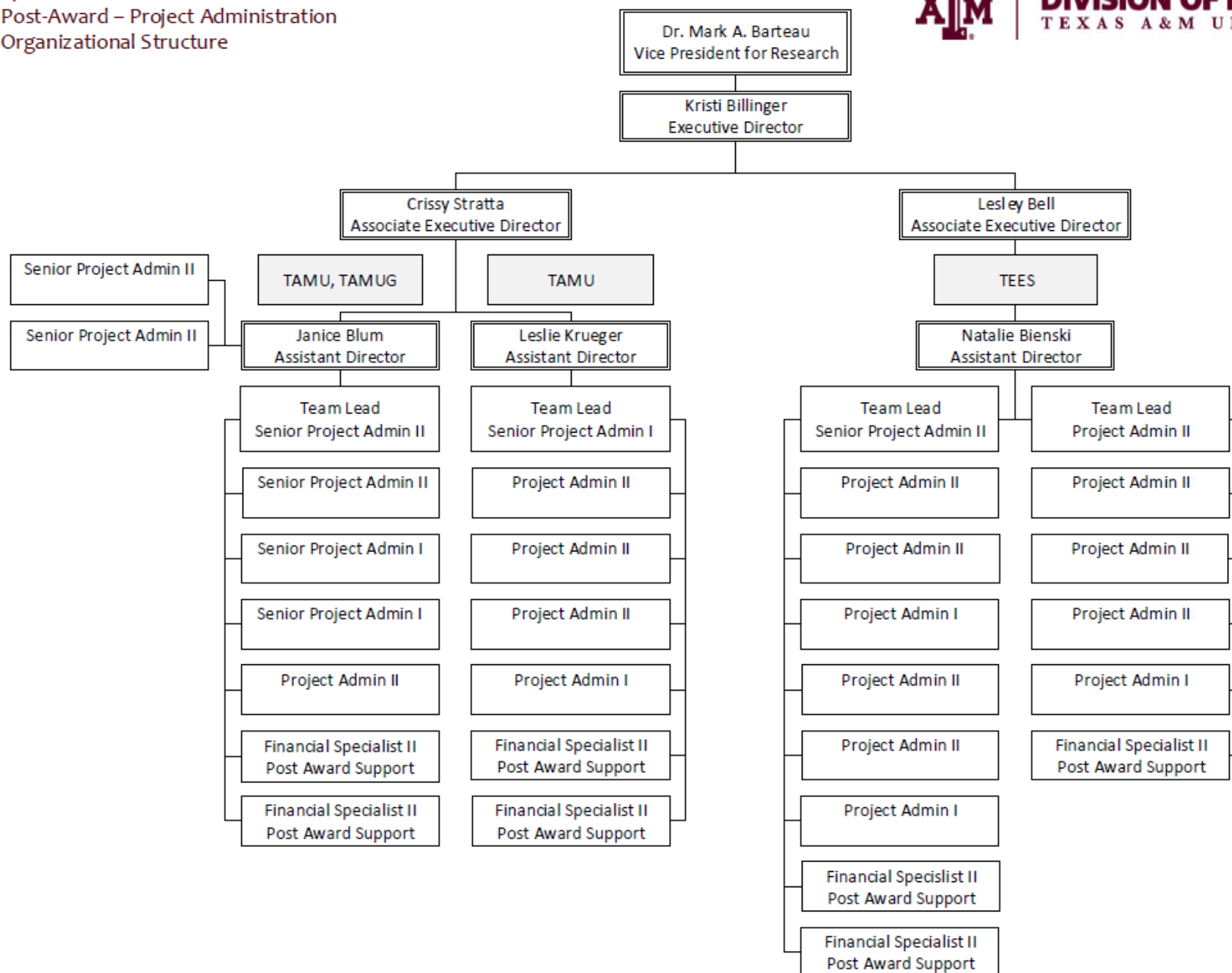


AASET releases the project for a thorough quality review once the project is established. The Project Administrator (PA) will release the Sponsored Project Summary (SPS) once the review is complete. The PA will then monitor the sponsored project account until the project closes out. The PA now becomes the single point of contact with the Business Administrator and Principal Investigator. PA's also handle No Cost Extensions and establishes Interim Funding

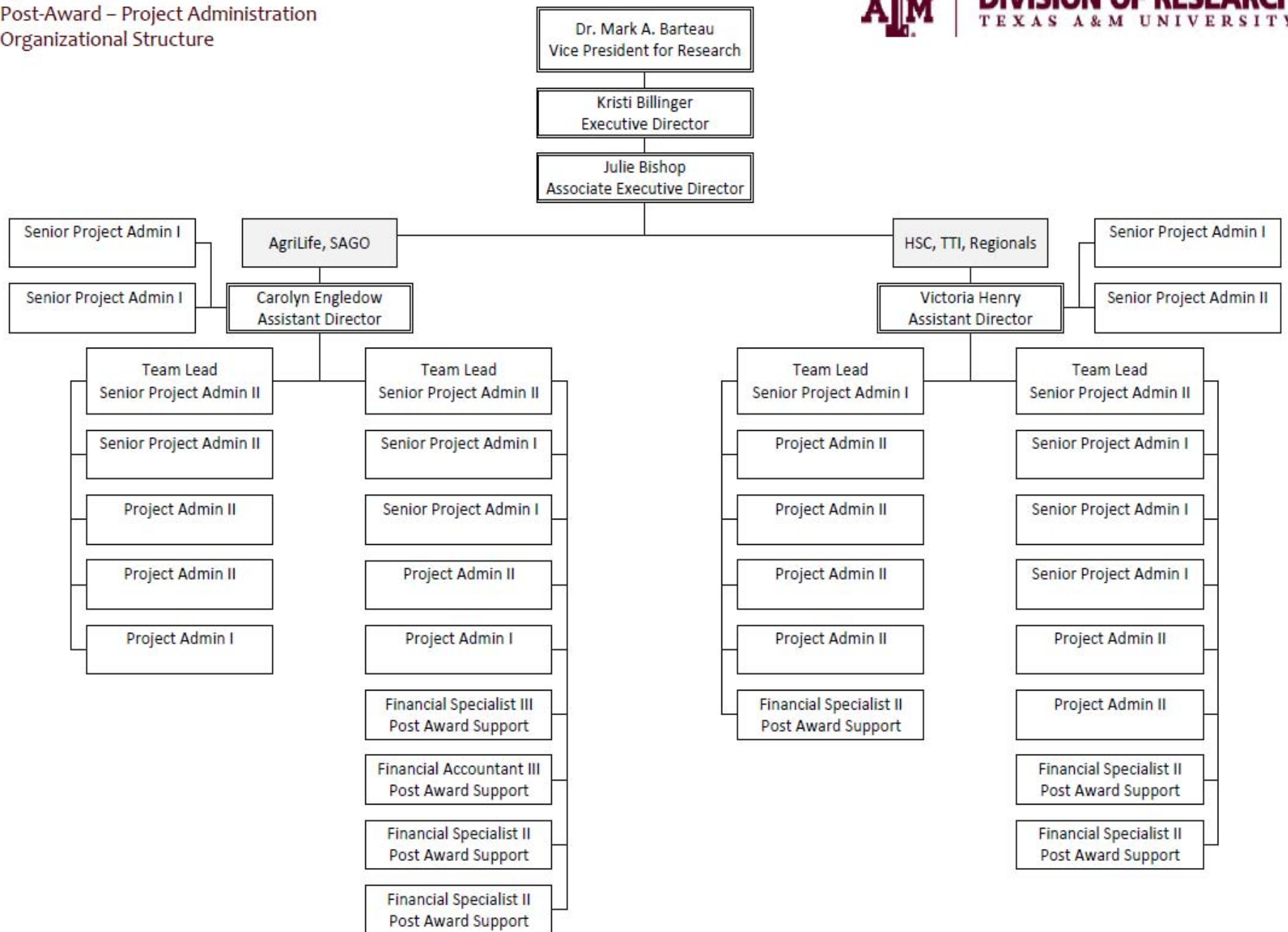
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Post-Award – Project Administration
Organizational Structure



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Project Administration

Role of the SRS Project Administrator

Project management by the Project Administrator throughout the lifecycle of an award includes, but is not limited to:

- Performing project compliance on each project to ensure System member's policies, state and federal regulations, and sponsor terms and conditions are being followed
- Providing researchers with project burn rate, budget forecasting, and ensuring expenditures and revenue are in balance
- Reviewing expenditures for allowability, allocability, and reasonableness
- Assisting researchers with preparation/submission of sponsor required reports
- Ensuring timely closeout of an award
- PA's work closely with Accounts Receivables ; especially in preparing the final invoice

Accounts Receivable

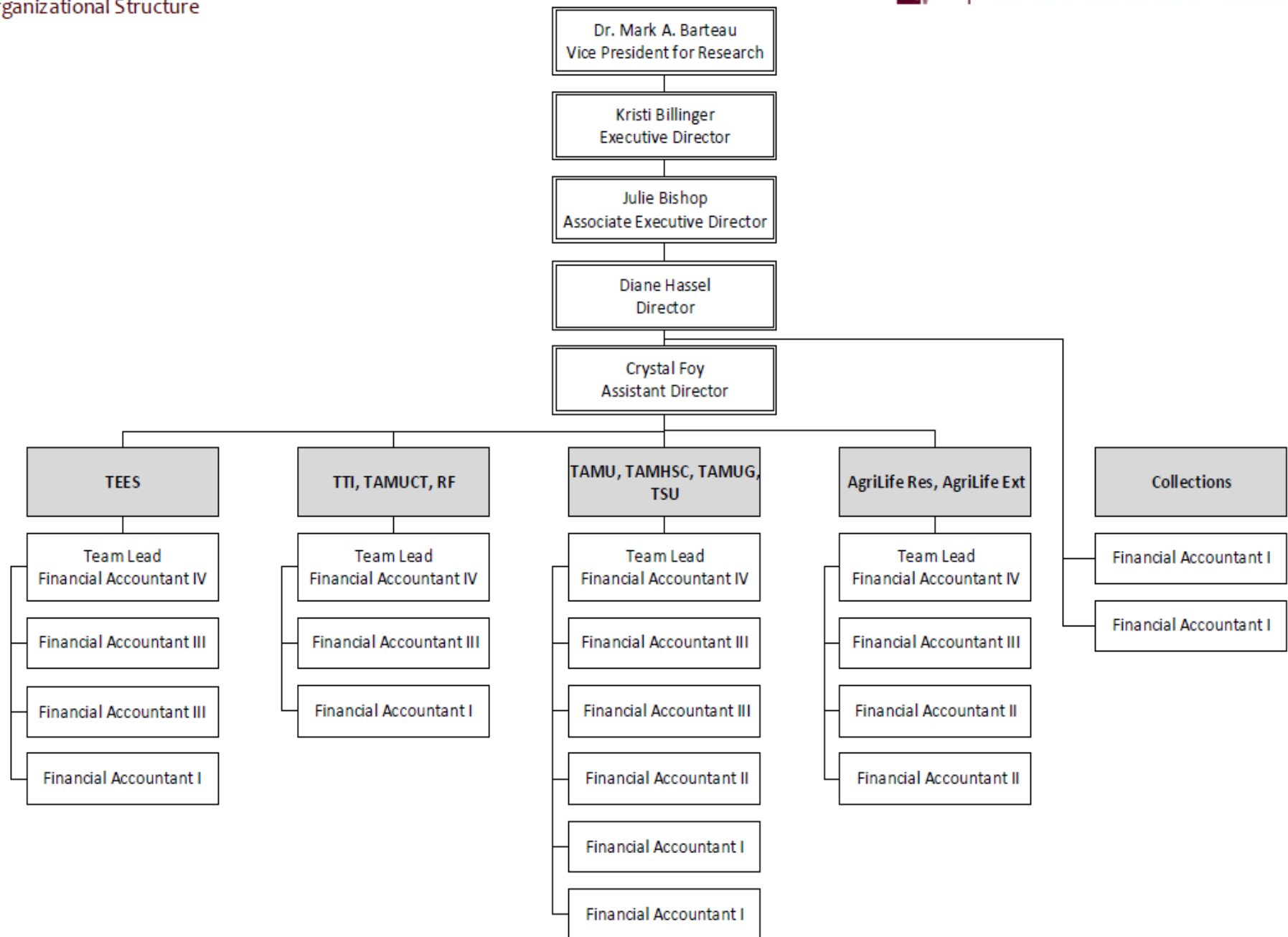


Sponsored project invoicing, letter of credit draws, and financial reporting are conducted by our accounts receivable team in accordance to the sponsors terms. Collection of aged receivables are also managed by the SRS accounts receivable team.

Sponsored Research Services
Accounts Receivable
Organizational Structure



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Accounts Receivable

Role of the Accounts Receivable Department

Sponsor Billing

Sponsored project invoicing for cost-reimbursement, fixed-price, and fixed rate research projects. The sponsor award document dictates the type and frequency of invoicing

Drawdown Accounts

Under the terms of some awards, accounts receivable can draw down funds using the sponsor's electronic payment system

Collections

Outstanding invoices are monitored by accounts receivable and, when necessary, stakeholders are engaged regarding aged receivables

Financial Reports

Preparation and submission of financial reports required by sponsors

Questions



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Thank You for Your Participation

Reminder: The next AnSRS4U Session is on Thursday, March 19, at SRS from 10 to 11:30 and the topic will be:

“Tips for Using Maestro to better Manage Proposals and Projects”

Feel Free to provide SRS with your suggestions for future topics. Email AnSRS4U@tamu.edu