

UNIVERSITY *of* HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: **Research**
AREA: **Office of Contracts and Grants**

Number: 08.01.01

SUBJECT: Sponsored Research Activities

I. PURPOSE AND SCOPE

Research is a fundamental mission of the University of Houston. The University of Houston's research program is designed to encourage the production of new knowledge, resulting in the enhancement of teaching and training students, and the development of new applications that directly impact the economy of Houston and the state of Texas. Oversight of processes for obtaining sponsored (extramural) research funding and adherence to sponsor guidelines is the responsibility of the Office of Contracts and Grants (OCG).

This document assigns responsibilities and assists university personnel in complying with sponsored research requirements.

II. POLICY

- A. The university is responsible for complying with sponsor regulations.
- B. The primary responsibility of the Office of Contracts and Grants (OCG) is to ensure compliance with all applicable regulations. OCG is also responsible for promulgating guidelines (OCG Guide - http://www.research.uh.edu/Departments/Office_of_Contracts_and_Grants/OCG_Guide) to help ensure compliance with these regulations and providing training for the UH Research Administration Certification Program.
- C. Each college, department and unit business administrator must ensure compliance with OCG guidelines and obtain certification through the University of Houston Research Administration Certification Program. OCG will notify principal investigators, department chairs, deans, division heads and the Senior Vice President for Academic Affairs and Provost of any instances of non-compliance with OCG Guidelines, as appropriate.

III. REVIEW AND RESPONSIBILITY

Responsible Party: Director, Office of Contracts and Grants

Review: Every three years, on or before January 31.

IV. APPROVAL

Arthur Vailas
Vice President for Research

Jay Gogue
President

Date of President's Approval: August 5, 2004