

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: General Administration

NUMBER: 01.G.01

AREA: Research

SUBJECT: Sponsored Research Activities

1. PURPOSE AND SCOPE

Each University of Houston System component university is responsible for all activities related to the acquisition and management of sponsored (extramural) research awards. This includes adherence to sponsor guidelines and compliance with sponsor regulations. This document sets forth the requirements that are needed to comply with these regulations.

2. DEFINITIONS

- 2.1. Component University: Any component university of the System not including the System Administration in accordance with Board policy 01.02 b.
- 2.2. Sponsored Research Activities: Those activities that support the preparation and submission of sponsored project proposals, the administration and closeout of sponsored project contracts and grants, and the compliance with sponsor regulations.

3. POLICY

- 3.1. The System is responsible for complying with sponsor guidelines and regulations.
- 3.2. Each component university must have an officer whose primary responsibility is the submission of proposals, acceptance of awards and administration of sponsored projects. This officer will be responsible for compliance with applicable federal, state and sponsor specific regulations related to the performance of sponsored project awards. The System Vice Chancellor for Research and Intellectual Property Management is responsible for providing component universities with training, guidance and interpretations regarding sponsor guidelines and regulations in order to help ensure compliance.
- 3.3. Training via the University of Houston Research Administration Certification Program is required for all System staff that are responsible for implementing the policies described above in section 3. The Chief Research Officer (minimum title Director) at each component university will be responsible for determining who from his/her university will be required to attend the certification program.

4. REVIEW AND RESPONSIBILITIES

Responsible Party: Vice Chancellor for Research and Intellectual Property Management

Review: Every three years on or before January 31.

5. APPROVAL

Approved: Arthur Vailas
Vice Chancellor for Research and Intellectual Property Management

Jay Gogue
Chancellor

Effective Date: May 31, 2005

6. INDEXING TERMS

Extramural
Sponsored Research Activity