

TITLE: Sponsored Contracts, Grants, Contracts and Proposals

NUMBER: FIN140

EFFECTIVE:

REVIEWED: 31 MAR 2015

PURPOSE:

PROCEDURE:

1. Proposals
 - a. All proposals for sponsored grants and contracts must be entered into PAMS, and approved through workflow, before submitting them to a potential sponsor. (Exception: CIS private, fixed price proposals less than \$25,000 may be entered into PAMS after submission to a potential sponsor).
 - b. The proposal document must be attached to the PAMS entry for review. This includes any proposal that may result in a formal contract, responses to formal RFP's, and CIS revenue projects greater than \$25,000. It does not include standardized services provided at a published rate (e.g., training fees, MTAS codes).
 - c. Proposals for projects that involve new or renovated facilities, new staff positions, new programs/services, or unusual arrangements will be reviewed by the IPS Vice President in advance.
 - d. Proposal and pre-proposal documents that require signature from an "authorized representative" must be signed by the CBO or Vice President.
 - e. Please allow adequate time for the review and approval of proposal documents in PAMS before the sponsor's submission deadline.
2. Awards
 - a. All award documents, such as grants, contracts, amendments, must be signed by the CBO or Vice President.
 - b. All sponsored project awards must be entered into PAMS and linked to the PAMS proposal number.
 - c. The executed award document must be attached to the PAMS award record.
3. IRIS WBS Element set-up
 - a. The Administrative Office coordinates restricted WBSE set-up and budget entry with the Controller's Office based upon the WBSE Request Form and Budget Form T-1 as completed by the IPS Agency. These forms are located on the Controller's Office website and there are links below.

[IPS Proposal information](#)

[WBSE Request Form](#)

[Sponsored Project Budget \(Form T-1\)](#)

[IRS tax exempt determination letter](#)

[F&A rate agreement \(dated September 17, 2011\)](#)

[UT Fiscal Policy FI0205 Sponsored Grants & Contracts](#)

[UT Fiscal Policy FI0210 Cost Sharing](#)

[UT Fiscal Policy FI0215 Effort Certification](#)

[UT Fiscal Policy FI0220 Cost Transfers](#)

[UT Fiscal Policy FI0225 Code of Business Ethics for Sponsored Projects](#)

[UT Fiscal Policy FI0230 Subcontract Monitoring](#)

[UT Fiscal Policy FI0235 Program Income](#)

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