

Systemwide Procedure for FI0420: Contracts Sponsored Programs	
Version: 1	Effective Date: 3/01/2023

Objective

This procedure states the University's procedures for sponsored grants and contracts, including sub-awards.

Scope

This procedure applies to campus/institute offices of research when processing sponsored grants and contracts, including sub-awards.

Procedures for Departments

- I. The campus/institute offices of research are responsible for drafting and reviewing domestic sponsored grants and contracts, domestic material transfer agreements, and domestic confidentiality agreements. When a campus/institute office of research processes these types of agreements, these agreements do not have to be routed through the campus/institute contract offices.
- II. The campus/institute offices of research are responsible for maintaining all sponsored grants and contracts in accordance with FI0120—Records Management.
- III. The campus/institute offices of research must enter all payable sponsored grants and contracts and all no-cost time extensions (amendments) to payable sponsored-programs contracts into the university's contract management system.
- IV. The campus/institute offices of research must ensure that all sponsored grants and contracts with international entities or individuals, regardless of dollar amount, are reviewed by the Office of General Counsel and must be reviewed by the applicable Export Control office before the University signs. The campus/institute offices of research will send all international agreements to the University's Chief Financial Officer for signature.