

Overview of the Pre-Award Grant and Contract Process

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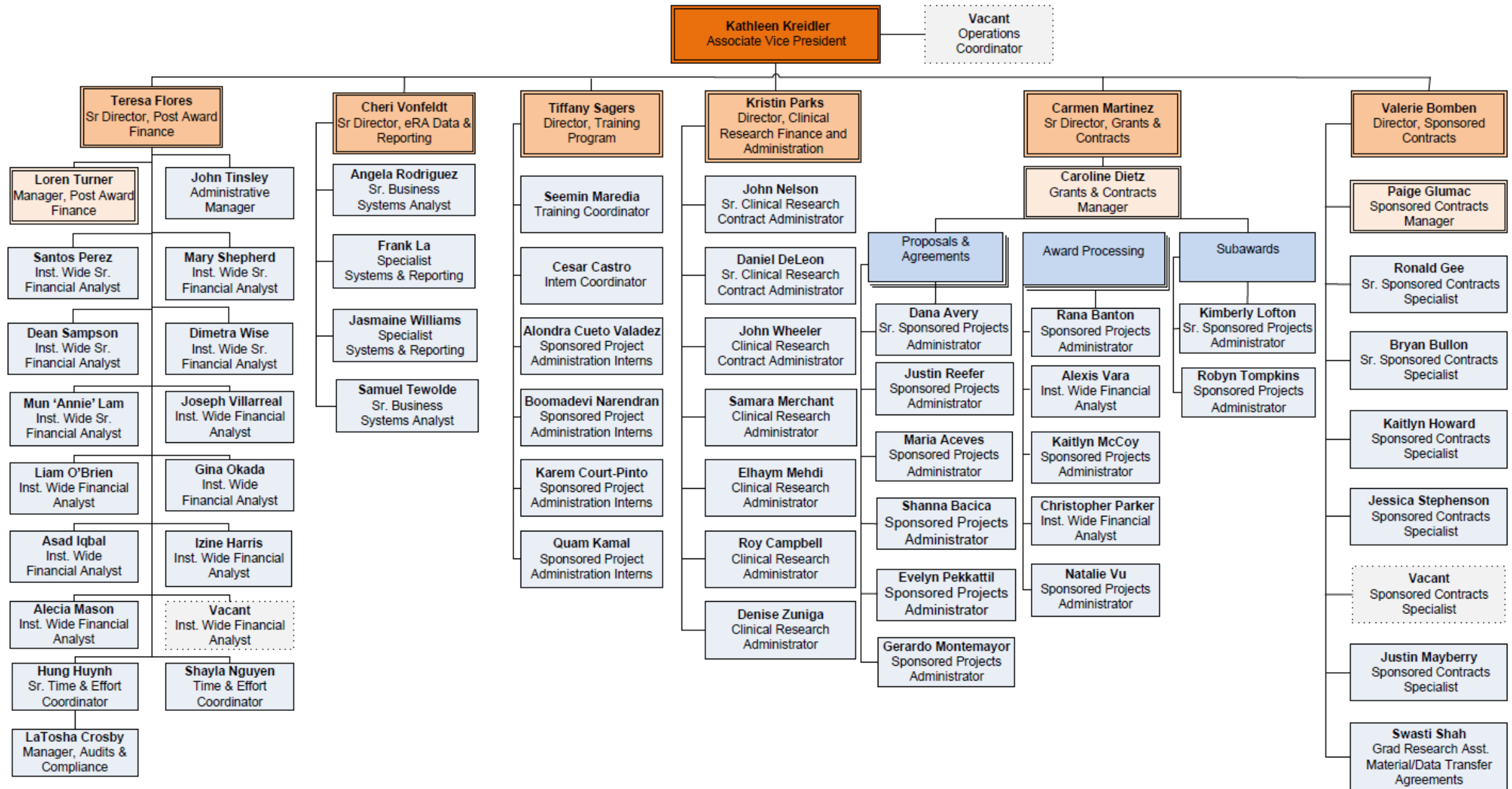


Sponsored Projects Administration (SPA)

Supports UTHHealth faculty, staff, and students in the acquisition and administration of programs funded from sources outside the University.

SPA is the central point of coordination and tracking for sponsored projects and is UTHHealth's authorized representative for grants, contracts, and other agreements from government agencies, private industry, and non-profit foundations.

Sponsored Projects Administration



Grants and Award Management Team

Proposals and Agreements Team

- General pre-proposal guidance
- RFP guideline interpretation
- Review and approve administrative and financial components of a proposal for Grants, Cooperative Agreements, & Subcontract Proposals ([HOOP 64](#))
- Review for compliance with sponsor, institution, and UT System.
- Review institutional approval of cost-sharing and indirect cost waivers.
- Process Just In Times (JIT's)
- Process and Submit RPPR's
- Authorized Signing Official for the institution.

Award Processing Team

- Provide review and processing of Notices of Award (NOA)
- Obtain all compliance approvals needed for award setup. (IACUC, IRB, Hazardous, etc.)
- Data entry of award budget into UTSTART
- Creates FMS account for project setup
- Initiate Subawards in the UTSTART system for processing
- Communicate with PI/Department administration regarding award processing/setup. (updated budgets/questions about effort)

Subawards Team

- Creates the subaward document for PI review and signature
- Initiates Read and Understood to the PI for their approval before forwarding to sub awardee for signature
- Creates purchase order in COUPA for proper invoice submittals
- Obtains subaward budget and scope of work
- Conducts a risk assessment on the subaward organization and subaward PI to ensure appropriate reporting requirements are included in the terms and conditions.
- Provide the Authorized Signing Official Signature (ASO)

Sponsored Contracts Team

- SPA handles all contract negotiations for sponsored projects at UTHealth.
- UTHealth is a state institution
 - We must conform to state law requirements; The University of Texas System requirements; and UTHealth policy (RCOI, compliance, finance requirements)
- Parties to the agreement are NOT the PI and the sponsor. The institution takes on the risk and governance of an award.
 - Insurance
 - Even NIH awards are conditional. By accepting the award, we agree to several federal laws and regulations in maintaining the project.

Types of Contracts

- *Material Transfer Agreements*
- *Data Use Agreements*
- *Sponsored/Collaborative Research Agreements*
- *“Other” Sponsored Projects Agreements*
- *Salary Reimbursement Agreements*

Clinical Research Finance and Administration Team

The Clinical Research Finance and Administration (CRFA) team is responsible for the review, negotiation, and execution of Clinical Trial Agreements (CTAs).

- Negotiate legal terms of the agreement on behalf of the PI and UTHealth
- Assist the department in developing the coverage analysis (CA) and internal budget.
- Route the agreement to the authorized official for signature
- Coordinate with the Award Processing Team (APT) for FMS account setup

CRFA Responsibilities

- Clinical Trial Agreements
 - PI-initiated and industry-initiated
- Confidentiality Disclosure Agreements
- Coverage Analysis
- SPA Cards
- Central Invoicing

Post Award Finance Team

The Post Award Finance Team is responsible for award management after the award has been made.

This includes award setup, award management, award closeout, reporting, and audit.

Some of the responsibilities of the Post Award include:

- Semi-annual effort reporting
- Processing Cost Transfers
- Processing Personnel Actions
- Prepare and submit all financial reports related to grants, contracts, and other restricted fund accounts
- Provide all necessary documentation for state, federal, and internal audits

eRA Data and Reporting Team

The eRA Data and Reporting Team maintains all systems for the submission and maintenance of sponsored projects.

- Provide access and routine maintenance of UTSTART (grant management system)
- Provide access and affiliate researchers in eRA Commons
- Maintain access to all required certificates needed for systems to function appropriately
- Runs monthly, quarterly, and annual reports for stakeholders within the institution
- Provide ad hoc reports as requested.
- Coordinate with SPA Directors to provide seamless electronic system service updates to UTHealth faculty and staff.
- UTSTART, Employee Compensation Compliance (ECC – effort), eRA Commons

SPA Training Team

The SPA Training Team provides training resources for research administrators.

These resources aim to enhance the skills and knowledge necessary for effectively managing sponsored projects.

Through workshops, online modules, and personalized support, the SPA Training Team plays a vital role in the administration of sponsored research initiatives.

Training Team Responsibilities include:

- UTSTART Training
 - Faculty/Postdoctoral Fellows can 1:1 training; via Teams.
 - Training for all other research staff is held monthly; in person, at the School of Medicine. Register for the course via [iLearn](#)
- Managing the Research Administrator Internship program
- Facilitating the quarterly Assembly of University Research Administrators (AURA) Meeting
- Maintaining online training resources
- Website maintenance

General Information

Contact SPA with any questions during the pre-award process: preaward@uth.tmc.edu; (713) 500-3999

Visit [SPA Website](#) for Additional Resources

Join the SPA List Serve – “AURA” for research administration updates and information, complete the form page [here](#).

Thanks!