



Policy Chapter: Chapter 13 Research and Innovation

Policy Number and Title: 13.007 Sponsored Projects

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## I. Policy Statement

UNT encourages faculty and staff members to seek external support for sponsored projects related to teaching, research, and public service. UNT recognizes the principle that such activities increase the excellence of instruction and are vital to UNT's academic mission. Teaching, research, and public service activities are an essential part of the academic responsibilities of faculty members. Sponsored project funding is a valuable resource that can make these activities possible and should be actively pursued and fully utilized. Faculty members are encouraged to engage in teaching, research, and public service activities that lend themselves to the involvement of students and to integrate these activities with traditional instruction when possible.

## II. Application of Policy

Faculty, Staff, and Students Engaged in Sponsored Project Activities.

## III. Policy Definitions

### A. Award

"Award," in this policy, means a grant, contract, subcontract, subgrant, or cooperative agreement that provides funding from an external sponsor of a sponsored project and is entered into between the sponsor and UNT.

### B. Instruction Project

"Instruction Project," in this policy, means any project involving teaching or training activities funded by an externally sponsored grant or contract, excluding research training activities, which are considered "Research" projects.

### C. Principal Investigator (PI)

"Principal Investigator," in this policy, mean a single individual who, in the event of an award from an external funding agency, must have the full and final responsibility for the conduct of the sponsored project as proposed and as set forth in the contract or grant.

### D. Public Service Project

"Public Service Project," in this policy, means any project involving activities other than instruction or research such as public health and community service programs.

### E. Research Project

"Research Project," in this policy, means a systematic study directed toward fuller scientific knowledge or understanding of the subject studied. It also involves the training of individuals in research techniques where such activities utilize the same facilities as other research activities.

#### ***F. Sponsored Project***

“Sponsored Project,” in this policy, means an instruction project; public service project; or research project funded by an external sponsor through a grant or contract with UNT, where one or more of the following obligations applies:

1. Financial Obligation

UNT is required to comply with conditions imposed when a sponsor awards funding for the performance of services or delivery of products described in a statement of work.

2. Regulatory Obligation

UNT is required to comply with sponsor regulations.

3. Reporting Obligation

UNT is required to provide to the sponsor technical performance reports or regulatory or administrative reports.

4. Accounting Obligation

UNT is required to establish a separate accounting record of project expenditures to demonstrate allowance of costs, to maintain financial accountability, to make financial reports to the sponsor, and to preserve appropriate records for an audit.

#### **IV. Policy Responsibilities**

##### ***A. Criteria for Sponsored Project Acceptance***

Sponsored projects must support the research, educational, and service mission of UNT as well as the objectives of the Principal Investigator. UNT may accept external funding for sponsored projects when the sponsored project is:

1. consistent with UNT’s mission, supportive of UNT’s commitment to students and the community, and consistent with UNT’s adherence to the principles of academic freedom;
2. consistent with the standards and objectives of the applicable department and within the competence of the PI;
3. compatible with UNT’s facilities, financial resources, and administrative capacities; and
4. valuable to UNT.

##### ***B. Coordination with Division of Research and Innovation***

Faculty, staff members, and students, when applicable, who engage in sponsored project activity are required to do so within the institutional framework of UNT. Faculty, staff members, and students must coordinate with the Division of Research and Innovation in seeking external funding for sponsored projects.

The Division of Research and Innovation is responsible for the submission of all project

proposals to external sponsors related to research, instruction, or public service; negotiation of terms and conditions of Awards; acceptance of Awards; post-Award administration; sub-recipient monitoring; financial reporting; sponsor billings; and sponsored projects compliance.

**C. *Principal Investigator Responsibilities***

The PI engaging in sponsored project activity is responsible for the completion of training as required by the Division of Research and Innovation; conducting the sponsored project after an Award has been made in accordance with the proposal and the terms and conditions of the Award; supervising students and staff involved with the sponsored project; adhering to the sponsored project budget as set forth in the Award; maintaining the level of effort described in the Award or if changes are necessary, contacting the Division of Research and Innovation and coordinating with that Office to obtain necessary consents to a change; notifying the Division of Research and Innovation before making any substantive changes to the terms and conditions of an Award; and preparing timely and accurate technical reports and publications and submitting them as required in an Award.

**D. *Division of Research and Innovation Responsibilities***

The Division of Research and Innovation will establish central administrative processes, systems, and procedures to support and maintain oversight for sponsored projects. Procedures will be maintained on the Division of Research and Innovation website.

**E. *Department and College Responsibilities***

Departments and Colleges must work with the Division of Research and Innovation to establish department and college administrative processes, systems, and procedures to support and provide oversight for sponsored projects that complement and support the processes, systems and procedures of the Division of Research and Innovation.

**F. *Compliance with Division of Research and Innovation***

Faculty and staff engaged in sponsored project activity must comply with the central administrative processes; systems; and procedures on the Division of Research and Innovation website and with applicable department and college administrative processes, systems, and procedures.

**G. *Compliance with Regulatory Requirements***

Faculty, staff, and students engaged in sponsored project activity for scientific research must ensure compliance with all federal and state laws and regulations, institutional policies, and sponsor guidelines and requirements of Awards. Compliance considerations include but are not limited to responsible and ethical conduct of research training; research integrity, financial conflict of interest; time and effort; export controls; foreign influence; environmental health and safety; research data stewardship and management; and all laws, regulations, and policies relevant to the use of animals, biohazards, and human subjects as well as all other applicable federal and state laws and regulations, institutional policies and

sponsor guidelines and requirements of Awards.

**V. Resources/Forms/Tools**

[Division of Research and Innovation Website](#)  
[Sponsored Project Handbook](#)

**VI. References and Cross-References**

[UNT Policy 13.001, Animal Care and Use](#)  
[UNT Policy 13.002, Award Management of Sponsored Projects](#)  
[UNT Policy 13.003, Recovery and Distribution of Facilities and Administration Funds](#)  
[UNT Policy 13.004, Use of Human Subjects in Research](#)  
[UNT Policy 13.005, Conflict of Interest for Sponsored Projects](#)  
[UNT Policy 13.006, Research Misconduct](#)  
[UNT Policy 13.008, Proposal Submissions to External Sponsors](#)  
[UNT Policy 13.009, Grants and Contracts Related to Sponsored Projects](#)  
[UNT Policy 13.010, Export Controls](#)  
[UNT Policy 15.009, Biosafety](#)

**VII. Revision History**

Policy Contact:	Asst. Vice President, Grants and Contracts Administration
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