

**UNIVERSITY OF HOUSTON SYSTEM  
ADMINISTRATIVE MEMORANDUM**

**SECTION: General Administration**

**NUMBER: 01.G.01**

**AREA: Research**

**SUBJECT: Sponsored Research Activities**

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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, including any and all regulations promulgated by federal and state funding agencies and associated legislative bodies. The System shall enact policies, as are necessary and proper, to comply with such regulations, including those related to [financial and other conflicts of interest](#) and requirements to ensure a tobacco-free workplace in locations where sponsor-funded research is conducted.
- 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 Technology Transfer is responsible for providing component universities with training, guidance, and interpretations regarding sponsor guidelines and regulations 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 RESPONSIBILITY

Responsible Party: Vice Chancellor for Research and Technology Transfer

Review: Every three years on or before January 31

5. APPROVAL

Approved: Rathindra Bose  
Vice Chancellor for Research and Technology Transfer

Renu Khator  
Chancellor

April 19, 2013  
Date

**REVISION LOG**

<b>Revision Number</b>	<b>Approval Date</b>	<b>Description of Changes</b>
1	05/25/2005	Initial version
2	06/08/2012	Applied revised SAM template and added new Revision Log. Added information to Section 3.1 on complying with all regulations from state and federal funding agencies. Added hyperlinks as appropriate. Changed the title for the VC from Research and Intellectual Property Management to Research and Technology Transfer. Removed Section 6, Indexing Terms
3	04/19/2013	Added information to Section 3.1 concerning the Cancer Prevention Research Institute of Texas (CPRIT) requirements to provide a tobacco-free workplace for sponsored-funded research locations