

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 7	Research and Sponsored Programs	Effective:	June 2000
Section 7.1	Office of Sponsored Programs	Revised:	November 2005
Policy 7.1.1	Policies and Procedures	Responsibility:	Vice President for Research

POLICIES AND PROCEDURES

Office of Sponsored Programs

The Office of Sponsored Programs (Office) is responsible for reviewing and approving institutional proposals; negotiating and reviewing award agreements; establishing appropriate accounts; preparing and monitoring subawards; advising on post-award business and financial matters; preparing accurate and complete financial reports; and, closing accounts. In addition, the Office is responsible for enforcing costing and other administrative policies of the Health Science Center and its external sponsors.

Policies and Procedures

For more information on sponsored research policies and procedures, reference to “Policies and Procedures for Research and Other Sponsored Activities” Manual at <http://research.uthscsa.edu/osp/forms/OSPManual2006Revision.doc>.

The sections in the Manual are as follows:

1. Overview of Research and Other Sponsored Activities
 2. Pre-Proposal Activities
 3. Proposal Development and Costing
 4. Proposal Review, Approval and Processing
 5. Award Acceptance and Account Establishment
 6. Financial Management of Awards
 7. Non-Financial Management of Awards
 8. Other Awards and Agreements
 9. Research Regulation
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