



Sam Houston State University


A Member of The Texas State University System

OFFICE OF THE PRESIDENT

James F. Gaertner

April 24, 2008

TO: Deans, Chairs, and Directors

FROM: James F. Gaertner
President 

SUBJECT: Proposed Changes to Research Procedures

A significant increase in research at Sam Houston State University has prompted the Offices of Research and Special Programs (ORSP) and Contracts and Grants (C&G) to streamline research administration on campus. Before beginning a research project, ORSP should be contacted.

Principal Investigators (PIs) considering submitting a proposal or request for funding must begin the internal approval process well ahead of time with the Office of Research and Special Programs. ORSP will provide a detailed list of procedures and policies as that office helps move the proposal forward.

Once an award is made, the Office of Contracts and Grants will handle the post-award administration of the project. Completing the items specified by Contracts and Grants will greatly reduce any unnecessary delays in account establishment and financial administration and make for a more effective process.

I would appreciate each of you making the faculty aware of the need to work closely and in a timely fashion with each of these offices. For your convenience, attached is an organizational chart with contacts for both offices.

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Pre-Award:
SHSU Office of Research and Special Programs

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- Grant Submission
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- Faculty budgets
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- Faculty Res Council Admin

Post-Award:
SHSU Office of Contracts and Grants

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- Expenditure approvals
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- Contract negotiations
- Preparation of Agreements
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- Voucher compliance
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