

SPONSORED RESEARCH *Services*

Sponsored Research Services (SRS) was established September 1, 2011, to provide research administration services to The Texas A&M University System members headquartered in Brazos County, as well as the Texas A&M Galveston and Texas A&M Qatar campuses. In addition, SRS supports pre-award and/or post-award services for some of the A&M System's regional campuses.



LEARN MORE ABOUT SRS BY WATCHING OUR VIDEO AT srs.tamu.edu/about-us/learn-more-about-us

“We worked with SRS to process a \$2.7 million proposal for scholarships and in the process of providing the sponsor with additional information, they increased our award to 4.7 million.”
- internal agency, campus

PROPOSAL PREPARATION AND SUBMISSION

The proposal administrators assist researchers with the preparation and submission of proposals for external funding. Services include budget development; completion of most administrative sections of the proposal; and ensuring that the proposal is compliant with A&M System policies, System members' requirements, state and federal regulations, and the funding agency's specific terms and conditions. The proposal administrator enters proposal information into MAESTRO where it routes for review and approval to appropriate stakeholders. After review and approval, the proposal administrator submits the proposal to the sponsor and tracks the successful receipt of the proposal.

Proposal submission guidelines are located on the SRS webpage: srs.tamu.edu/proposals/submission-guidelines

ABOUT SRS | est 2011

Our mission, as leaders in research administration, is to serve as experts in the field while delivering efficient and superior service to members of The Texas A&M System research community.

- ▶ Exhibit leadership in research administration
- ▶ Collaborate to develop consistent and efficient procedures
- ▶ Engage in training and professional development
- ▶ Minimize the administrative burden of the research process
- ▶ Deliver outstanding customer service to our members
- ▶ Improve communication throughout the research community
- ▶ Promote and maintain transparency to our members in order to foster excellent working relationships
- ▶ Maximize the benefits of technology

CONTACT

Sponsored Research Services
400 Harvey Mitchell Parkway,
Suite 300
College Station, Texas 77845
979.862.6777



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srs.tamu.edu

CONTRACT NEGOTIATION

Agreements require careful review to protect the interests of the researcher and the A&M System member. An SRS contract negotiator reviews the terms and conditions of federal, state, and non-profit agreements for non-standard conditions and negotiates any necessary changes. SRS negotiates research agreements for Texas A&M University (including the Galveston campus), Texas A&M Health Science Center, Texas A&M AgriLife Research, Texas A&M AgriLife Extension Service, Texas A&M Transportation Institute, Texas A&M University-Central Texas, Texas A&M University-San Antonio and the Texas Institute for Applied Environmental Research at Tarleton State University. AgriLife Research, AgriLife Extension Service and the Texas A&M Engineering Experiment Station negotiate their own industry agreements.

AWARD AND ACCOUNT SET-UP AND EXPEDITING TEAM (AASET)

AASET performs the intake role of award documents from sponsors and establishes sponsored projects and accounts in MAESTRO and FAMIS. This includes issuing a summary of award regulations and requirements for each account to the researcher and department administrator. AASET is also responsible for managing the sponsor tables in MAESTRO and data integrity of the award set up.

PROJECT ADMINISTRATION

The project administration team is committed to providing timely, accurate, and courteous assistance to our faculty, external sponsors, and other System members. The project administration team assists customers in exercising good project management practices in the administration of externally-funded sponsored programs during the lifecycle of an award—from

project establishment to closeout. These practices ensure compliance with System members' policies, state and federal regulations and grant-specific terms and conditions. The project administration team provides assistance making necessary changes to various financial aspects of the project while working with the principal investigators and other members of the System's research community in accomplishing the statement of work, on time and within budget and compliance.

SPONSORED BILLING

Sponsored project invoicing, letter of credit draws, and financial reporting are conducted by the SRS Sponsored Billing Office in accordance with the sponsors' terms. The collection of aged receivables are also managed by the SRS Sponsored Billing Office.

RESEARCH REPORTING

Research Administration is responsible for all Texas A&M external research reporting and data surveys. Research and Development (R&D) reports include:

- ▶ *Annual financial reports related to sponsored projects*
- ▶ *Internal and external requests regarding research award activities*
- ▶ *Legislative annual request for research data regarding research targets and performance measures*
- ▶ *National Science Foundation (NSF) Higher Education R&D Survey*
- ▶ *NSF Survey of Science & Engineering Research Facilities*
- ▶ *Texas Higher Education Coordinating Board Research Report*



MAESTRO

The Research Information Systems department develops, implements and maintains the enterprise information system, MAESTRO. MAESTRO supports researchers and research administrators across the A&M System. Through various modules, MAESTRO provides transparency to users so they may review and approve their proposals prior to submission to the sponsor, check the status of contracts in negotiation and view post-award information. The executive portal provides leadership transparency into statistics related to proposals, awards and expenditures across fiscal years or calendar years and on organizational units, researchers or funding sponsor levels.

