Grants 101

Sponsored Projects
Contracts and Subcontracts

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UTHealth | Sponsored Projects Administration

The University of Texas Health Science Center at Houston
Agenda

- Institutional Contract Negotiators
- Institutional Policy
- Negotiation Points
- Types of Agreements/Process
- Internal Review & Approval Forms
- SPA Website
Who Negotiates Contracts?

- **Contracts | SPA**
  - Sponsored projects agreements

- **Office of Technology Management**
  - CDAs when UT CI is shared
  - IP, licensing, patent issues

- **Office of Legal Affairs**
  - Consultant agreements
  - Professional service (in)
  - Data Use Agreements (out)
Institutional Policy

- Agreements are negotiated to conform to:
  - UTHealth/UT System policy
  - Applicable regulations and guidelines

- Authorized Institutional Official executes agreements
  - SPA is signature authority for sponsored projects

- Parties are UTHealth and Sponsor
  - PI is NOT party to the agreement
  - PI will review and sign as “read & understood”
  - UTHealth is responsible for work performance

- Required internal documentation
  - Review & Approval forms; assurances
Negotiation Points

- UT System Master Agreements

- Main areas of review
  - Intellectual Property
  - Confidentiality
  - Publication
  - Indemnification
  - Subject Injury
Types of Sponsored Agreements

- Confidentiality Agreements
- Material Transfer Agreements (in/out)
- Clinical Trial Agreements
- Sponsored Research Agreements
- Laboratory Study Agreements
- Subcontracts (in/out)
SPA Process

- Send all contracts to your Contracts team specialist for term review & negotiation
- Departments negotiate budgets, prepare regulatory documents, submit to IRB
- All contracts – except CDAs – require internal Review & Approval form documentation before signature
- Finalized contracts sent to PI for review before institutional signature
- Signed contracts submitted to PAF with relevant approvals (IRB, AWC, etc.) for account setup
Confidential Disclosure Agreements

- A CDA is typically the first step in a clinical trial
- Send agreement to your Contracts Specialist
- No internal documentation needed
- Specialist will review and negotiate contract
- Specialist will obtain PI concurrence
- Institutional Official will sign agreement
- Fully executed agreement is sent to PI
Material Transfer Agreements

- Needed for ALL transfers in or out of the University
- Send agreement & non-monetary R&A form to your Contracts Specialist, who will:
  - Review and negotiate terms, if necessary
  - Obtain PI concurrence
  - Obtain Institutional Official signature
  - Copy of the fully executed agreement sent to PI

**DO NOT SHIP MATERIALS WITHOUT AN EXECUTED MTA**
Sponsored/Clinical Trial Agreements

- Specialist will:
  - Review and negotiate contract
  - Be liaison between UTHealth, PI & Sponsor
  - Obtain PI concurrence upon completion
  - Obtain Institutional Official signature

- Department (PI/Coordinator/Administrator) will:
  - Complete Review and Approval form
  - Negotiate the budget
  - Submit protocol to CPHS

- Fully executed agreement is sent to Post Award Finance (PAF) Team for account setup
- Account is not established until assurances are sent to SPA (CPHS, AWC, etc.)
Laboratory Study Agreements

- School of Dentistry is the main recipient of LSAs
- Contracts Specialist will:
  - Review and negotiate contract
  - Be liaison between UTHSC-H, PI & Sponsor
  - Obtain PI concurrence
  - Obtain Institutional Official signature
- Department (PI/Coordinator/Administrator) will:
  - Complete Review and Approval Form
  - Obtain any necessary assurances
- Fully executed agreement is sent to PAF Team for account setup
- Account is not established until assurances are sent to SPA (CPHS, AWC, etc.)
Subcontracts Out

- Grants team receives NOGA and notifies PI
- Contracts Specialist verifies the subcontract is to be issued
- Specialist:
  - Drafts subcontract
  - Submits to PI/departmental admin for concurrence
    - Should review budget and scope of work
  - Obtains subcontractor signature
  - Obtains Institutional Official signature
- Fully executed agreement is sent to PI & PAF Team
Subcontracts In

- Grants team processes sub-in proposal
- Subcontracting agency (typically another university) sends subcontract to Contracts
- Specialist compares subcontract to proposal and reviews/negotiates terms
- Specialist will obtain PI concurrence
- Institutional Official will sign agreement
- Fully executed agreement is sent to PAF Team for account setup
- Account is not established until assurances are sent to SPA (CPHS, AWC, etc.)
Overview

Sponsored Projects Administration (SPA), as part of Finance and Business Services, supports UTHealth faculty, staff, and students in the acquisition and administration of programs funded from sources outside the University. SPA is the central point of coordination and tracking for sponsored projects and is UTHealth’s authorized representative for grants, contracts, and other agreements from government agencies, private industry, and non-profit foundations.

SPA is comprised of the Grants Team, the Contracts Team, Post-Award Finance, Systems & Reporting, and Clinical Research Finance. SPA guides faculty and administrators in completing external applications; reviews and approves sponsored project budgets and applications; negotiates terms for government and non-profit grants, cooperative agreements, contracts, and subcontracts; establishes accounts and sets up budgets; processes budget revisions, no-cost extension requests, and grant transfers; provides assistance with external online grants/contracts systems; and negotiates the University’s federal indirect cost rate.

News

December 22, 2014 » Following Up on the Biosketch Implementation

December 22, 2014 » Implementing the Modified NIH Biosketch Format

December 22, 2014 » NIH takes step to speed the initiation of clinical research by ensuring use of single IRB

December 19, 2014 » Streamlining IRB Review of Multi-Site Clinical Research Studies

December 19, 2014 » Learn More About Collaborating with NIH’s Clinical Center

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