# Research Administration at Texas Woman’s University

## Functional Overview

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Staffing

**Director:**
- Directs the university's pre-award activity in research administration;
- Coordinates internal review of proposals for external funding;
- Keeps current on changing sponsor regulations and guidelines;
- Responds or directs staff response to funding searches requested by the faculty;
- Prepares and edits annual reports on internal and external funds for sponsored projects;
- Stimulates interest of TWU faculty in research through development of workshops, symposia, newsletter, and other means of communication.

**Assistant Director:**
- Works closely with the Research Funding Coordinator to assist faculty with proposal preparation including budget development and proposal submission;
- Serves as technology consultant to the office and contact for faculty on electronic proposal submission systems;
- Coordinates other staff members with the preparation of reports, internal grant competition materials, and compliance documents;
- Maintains computer databases of proposals and grant awards;
- Prepares reports on activity from database information;
- Maintains office web site; and
- Assists with managing and troubleshooting grant management and grant-related payroll issues.

**Research Compliance Coordinator:**
- Provides assistance and support to faculty and staff regarding guidelines and regulations governing grants;
- Assists faculty in determining allowability of grant expenditures;
- Coordinates required time and effort reports;
- Develops and reviews policies and procedures related to grant and research compliance;
- Provides training on research and grant compliance; and
- Works with research compliance committees such as the Institutional Review Board (IRB), Animal Care and Use Committee and the Institutional Biosafety Committee.

**Research Funding Coordinator:**
- Assists researchers by locating external funding opportunities that are appropriate to their research requirements,
- Disseminates funding announcements to faculty,
- Assists faculty in setting up profiles in the SPIN funding database to receive notification of new funding opportunities,
- Provides training and materials for new researchers to assist them in the correct procedures of the grant application process,
- Provides support to researchers in the review and submission of proposals for extramural funding,
- Proofreads grant proposals,
- Assists with proposal budget development, and
- Serves as an institutional liaison to the sponsors' program officers for proposals.
Senior Grants Analyst:

- Assists investigators with payroll on grant accounts;
- Monitors grant accounts;
- Assists investigators with the purchasing on grant accounts;
- Assists with preparation of reports and close-out on grant funds;
- Provides training to faculty and staff on management and expenditure of grant funds; and
- Distributes grant account information to project directors / principal investigators to help them monitor their accounts.

Senior Secretary for IRB and IACUC:

- Helps coordinate the Institutional Review Board (IRB) on the Denton campus,
- Processes IRB applications and facilitates the review process for investigators on the Denton campus who are using human subjects,
- Works with the Institutional Animal Care and Use Committee (IACUC), and
- Facilitates the review process for investigators on the Denton campus who are using animals in their research.

Secretary:

- Answers the main telephone line,
- Assists Research & Sponsored Programs office staff and TWU faculty researchers in monitoring accounts,
- Processes applications and travel claims for Travel Assistance Fund,
- Orders supplies for the Chancellor's Research Fellows and Small Grant recipients,
- Assists with office web site management, and
- Coordinates the activities of the Research Support Committee and Chancellors' Research Fellows.

Statistician:

- Design of experiments
- Data analysis
- Statistical software
- Writing of statistical procedures in research proposals
- Writing of statistical conclusions for scholarly articles.

Scientific Equipment Repair Technician:

- Assistance with repair and calibration of scientific equipment;
- Assistance in purchasing parts for scientific equipment;
- Assistance in obtaining service from outside vendors;
- Assistance with developing operation and maintenance procedures;
- Observation of the repair process when an outside service technician repairs or maintains scientific equipment on campus. The information gained can be used in future maintenance and repair of equipment.
**Indirect Costs**

A 2006 Audit by the State Auditor’s Office concluded that although the Texas Education Code, Chapter 145, requires universities to spend indirect cost recovery funds for specific types of projects to encourage further research, most universities do not identify specific revenue streams during their budgeting processes. Therefore, they cannot identify the specific source of funds used to make specific research expenditures.

The report summarized that most universities pool all revenue sources and allocate their funds based on university-wide needs and predefined objectives. Universities reported that they have a large number of revenue streams, which (1) makes it impractical for them to budget each stream separately and (2) makes it impossible for them to determine the sources of the funds used to purchase any specific item.

The audit recommended that to hold universities accountable for the use of indirect cost recovery funds, the Legislature should consider requiring them to account separately for the uses of those funds. An alternative approach would be for the Legislature to consider using outcome measures as a way to ensure accountability for the use of those funds. ([http://www.sao.state.tx.us/reports/main/06-058.pdf](http://www.sao.state.tx.us/reports/main/06-058.pdf))

**At TWU:**

- Approximately 25% of the indirect costs generated are returned to the PI in the form of an account to be spent by the PI for research purposes
- Remaining indirect costs are used as a source of funding for programs such as Research Enhancement Program, Small Grants Program, Travel Assistance Program, research committee support, etc.
- TWU does not specifically allocate and track the indirect cost recovery funds as a separate revenue stream
Sec. 145.001.  GRANTS AND RESEARCH EXPENSES.

(a) In this section:

(1) "Defined institution" means:

(A) "general academic teaching institution" as defined by Section 61.003(3) of this code;

(B) "medical and dental unit" as defined by Section 61.003(5) of this code; and

(C) "other agency of higher education" as defined by Section 61.003(6) of this code.

(2) "Funding entity" means a governmental or private entity that provides a defined institution with the funds to conduct research and pay the overhead expenses of conducting research.

(b) Each defined institution shall retain and deposit or invest in accordance with Section 51.003 or Section 51.0031 of this code any funds received from a funding entity designated for paying overhead expenses of conducting research.

(c) The funds retained by a defined institution under Subsection (b) may not be accounted for in an appropriations act in such a way as to reduce the general revenue funds to be appropriated to a general academic teaching institution or a medical or dental unit. The retained funds are subject to the following requirements:

(1) The funds shall be expended under guidelines approved by the institution's governing board for projects encouraging further research at the unit, agency, or department level at which the research was conducted, including:

(A) conducting early pregrant feasibility studies;

(B) preparing competitive proposals for sponsored programs;

(C) providing carryover funding for research teams to provide continuity between externally funded projects;

(D) supporting new researchers pending external funding;

(E) engaging in research programs of critical interest to the general welfare of the citizens of this state;

(F) purchasing capital equipment directly related to expanding the research capability of the institution; and

(G) research or project administrative costs; and
(2) the funds remaining after the application of Subdivision (1) shall be used by a general academic teaching institution or a medical or dental unit to support research as approved by a general academic teaching institution or a medical or dental unit.

(d) Each general academic teaching institution and each medical or dental unit shall report to the Legislative Budget Board as part of the biennial budget reporting process:

(1) the actual amounts of money retained and expended under this section; and

(2) the estimated amounts of money to be retained and expended under this section during the next biennium.

Added by Acts 1987, 70th Leg., ch. 823, Sec. 3.08, eff. June 20, 1987. Amended by Acts 2003, 78th Leg., ch. 269, Sec. 1, eff. June 18, 2003.
Institutional Development / Research & Sponsored Programs

Any proposal submitted for external funding should be routed through either the Office of Research & Sponsored Programs (ORSP) or Institutional Development. Proposals incorporating the following elements should be routed through ORSP:

- government funding source (city, state, or federal);
- research;
- indirect (facility & administrative) costs;
- use of human subjects, animals in research, radioactive materials or devices, biohazardous agents, and/or recombinant DNA materials;
- peer review;
- contracts or subcontracts; and/or
- strict reporting requirements.

Solicitation of philanthropic gifts from foundations, corporations, individuals or other sources for non-research activities and the processing of non-cash gifts of equipment and other items of use in research programs are coordinated through Texas Woman’s University Office of Institutional Development. Examples of such gifts include requests for scholarship and financial aid packages, research and faculty development, capital expansion and renovations, technology upgrades, lab equipment, library acquisitions, and unrestricted support. A Principal Investigator considering submitting a proposal to a foundation should contact the Office of Institutional Development for clearance before contacting the foundation.

When unrestricted funds are provided by a donor to Texas Woman’s University without any terms, conditions or other obligations, the original gift award letter from the donor and the accompanying check should be forwarded to the Office of Institutional Development upon receipt for processing.

A Principal Investigator-initiated proposal for equipment in response to an agency program announcement or Request for Proposal should be processed through the Office of Research and Sponsored Programs.
National Council of University Research Administrators (NCURA) is a group that serves its members and advances the field of research administration through education and professional development programs, the sharing of knowledge and experience, and by fostering a professional, collegial, and respected community. Texas belongs to Region V and the regional meeting will be help in April this year. Membership in this organization not only provides networking opportunities with other research administrators but also provides access to the “neighborhoods” on their website.  
http://www.ncura.edu/content/

Society of Research Administrators (SRA) is another organization for those in the field of research administration. They serve research administrators around the world in all settings.  
http://www.srainternational.org/sra03/index.cfm

Compliance websites:

- Office of Human Research Protections (OHRP)........http://www.hhs.gov/ohrp/
- OHRP FWA and IORG updates ....................................http://ohrp.cit.nih.gov/efile/
- OMB Circulars.........................................................http://www.whitehouse.gov/omb/circulars_default
- Office of Research Integrity........................................http://ori.dhhs.gov/
- Catalog of Federal Domestic Assistance .......................https://www.cfda.gov/