

15.01.99.R0.01 External Funding Requests



Revised June 15, 2026

Next Scheduled Review: June 15, 2031

Procedure Summary

One of East Texas A&M University's (University) guiding principles is to collaborate in the creation, dissemination, and application of knowledge and creative works through research and scholarly engagement that have a meaningful impact on the economic, social, and cultural vitality of our constituents and the world.

This procedure relates to the submission of requests for external funding from any source, public or private, by faculty and staff of the University, and supplements System Regulation 15.01.

Procedures and Responsibilities

- 1 One method by which the university administration promotes its mission to engage in creative discovery and dissemination of knowledge and ideas for innovation in an interconnected and dynamic world is by accepting funds and entering into agreements with external agencies for research and training. This is done, however, only when:
 - 1.1 Such projects provide faculty or staff members with the opportunity to gain experience and knowledge of value to their teaching and research;
 - 1.2 The project is a suitable activity through which the faculty or staff members may make worthy contributions to knowledge;
 - 1.3 The project will complement the university's teaching and research aim;
 - 1.4 The project will not deny the researcher or the institution control over research and instruction; or
 - 1.5 The project provides appropriate public service.
- 2 It shall be understood that grants and contracts are awarded to the institution and not to the individual submitting the request unless restricted by the external funding source.
- 3 All requests for grant or contract funding support, regardless of amount requested, shall be approved by the Vice President for Research and Economic Development (VPRED), who is appointed as the Authorized Official (AO) for the university. Deadlines and procedures for approval shall be established by VPRED.

- 4 Whether a grant or contract proposal shall be submitted rests ultimately with the Authorized Official (VPRED or designated representative).
- 5 All grant or contract external proposals shall be signed by the Authorized Official (VPRED or designated representative).
- 6 All grant or contract proposals, including payment to any individual(s), regardless of amount requested, must be approved by the Authorized Official (VPRED or designated representative).
- 7 The University will not be responsible or bear any obligation for any costs related to an externally funded research project, including, without limitation, any personnel costs, fringe benefits, services, space, and telecommunications costs that are not explicitly set forth in the applicable research agreement between the University and the funder.
- 8 Training for Externally Funded Research of Sponsored Programs
 - 8.1 All individuals who are involved in any kind of externally funded research or sponsored program activity must have adequate training in research compliance. Successful completion of all training is required before work can begin on any externally funded project.
 - 8.2 Trainings required in accordance with the regulations or rules of the funding entity or as set forth in an applicable funding agreement will be assigned and monitored through TrainTraq to the applicable university employees who are paid from an externally sponsored account.
 - 8.2.1 Training for independent contractors paid by external funds will be evaluated on a case-by-case basis.
 - 8.3 Principal Investigators are responsible for ensuring that all individuals involved with their sponsored activities have successfully completed the required training before engaging in any project-related activity.

Related Statutes, Policies, or Requirements

System Policy [15.01 Research Agreements](#)

Suspends University Procedure *15.01.01.R0.01 External Funding Request*

Revision History

Approved July 16, 2021

Revised November 7, 2024 (University Name Update)

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