

Office of Sponsored Research (OSR)
The University of Texas at Tyler
ADM 361
565-5774

The UT Tyler Research Policies and Procedures are intended to aid the process for conducting research at UT Tyler. They are intended to make the policies for conducting research at UT Tyler clear and to assist in achieving the academic and research objectives of the University. The Policies and Procedures are intended to reflect a living document; one that will continually change as the research enterprise changes at UT Tyler. When procedures or policies change, corrections will be issued. Because these Policies and Procedures are not definitive, you are encouraged to bring to the attention of the Office of Sponsored Research any essential omissions or corrections.

Mission:

The mission of the Office of Sponsored Research (OSR) is to provide effective leadership through the promotion and support of quality research and sponsored programs both within the university and through collaborative efforts with other universities, industries, and businesses. To this end, the OSR staff will provide quality service and administrative support to the University community and will represent the interests of the UT System, the President of the University, and the University community in their relationships with external funding agencies and sponsors.

Staff:

- C. Arlene Horne, Ph.D., CRA, Associate Vice President for Research and Federal Relations (ext. 7132)
- Sergio Padilla, B.B.A., CRA, Pre-Award Services Manager (ext. 5670)
- Ronda Reynolds, B.B.A., CPA, Technology Commercialization Manager (ext. 5719)
- Mary Andros, B.B.A., CPA, Post-Award Services Manager (ext. 5932)
- Brandon Reynolds, B.B.A., Project Development Manager (ext. 5950)
- Sheri Dave, External Funding Coordinator (ext. 5774)

OSR University Responsibilities:

- Facilitate the fulfillment of the University mission and vision
- Aid in procuring external funding for faculty, staff, and student support
- Create a positive atmosphere for conducting research
- Protect UT Tyler and its faculty by ensuring compliance
- Ensure appropriate stewardship
- Negotiate contracts and sub-contracts
- Disseminate funding requirements at various agencies
- Negotiate Indirect Costs (IDC)
- Identify and locate appropriate funding opportunities
- Review and approve proposals for the University

- Negotiate awards on behalf of the PI and the University
- Review awards to ensure that the terms and conditions are in the best interests of the PI and the University

General Faculty Services:

- Aid in proposal planning and development
- Interact/communicate with faculty on an ongoing basis
- Process awards
- Aid in procuring prior approvals
- Assist/Serve/Collaborate with faculty
- Address programmatic/fiscal/institutional concerns
- Disseminate information
- Identify funding opportunities
- Follow-up with agency sponsors
- Aid in budget development
 - Review draft budgets
 - Provide salary, indirect costs, fringe rates
 - Verify final budgets
- Provide forms and guidelines
 - Alert PI to possible problems
 - Do everything to help get it through

Role in Faculty Development:

- Educate faculty, PIs, and program directors about OSR services
- Provide basic tools to get started
- Encourage proposal writing
- Provide pilot project and seed money
- Assist in translating ideas into funding
- Provide advice to maneuver through institutional policies
- Avoid post-award problems

New Faculty Orientation:

- Meet with faculty when they first arrive
- Stress the importance of OSR at UT TYLER
- Provide a face and contact information
- Be supportive and helpful

Training Workshops Provided:

- OSR mission, goals, and services offered
- Dispelling grant myths
- Generating ideas
- Finding funding

- Funding search with SPINPlus
- Matching ideas to sponsors' interests
- Proposal Writing
 - Responding to an RFP, RFA, or PA
 - ❖ Stress importance of reading guidelines
 - ❖ How to read between the lines
 - ❖ Importance of selection criteria included in RFP, RFA, or PA
 - Proposal Sections
 - ❖ Abstract
 - ❖ Introduction/Background
 - ❖ Need/Problem
 - ❖ Goals and Objectives
 - ❖ Methodology
 - ❖ Evaluation
 - ❖ Dissemination
 - ❖ Budget
 - ❖ Appendices
- Importance of agency contacts
- When and how to call the program officer
- Mock agency calls
- Compliance Issues
- IRB
- Use of human and animal subjects in research
- Writing and editing
- The review process
- Selection criteria
- Revision and resubmission
- Post-award issues

Identifying Funding Opportunities:

- On-Line Searches
- Subscription to Sponsored Programs Information Network (SPINPlus)
- Faculty and PIs are in control of notices received
- Results in grant funding otherwise not obtained
- Newsletters
- ListServes
- Agency directories