

**THE TEXAS A&M UNIVERSITY SYSTEM
HEALTH SCIENCE CENTER INTERNAL POLICIES**

**15.01.01.Z1.02. Grants Management for Affiliated HSC Faculty Employed by
Affiliated Hospitals, Clinics or Organizations**

Approved September 11, 2000

Revised February 3, 2009

Supplements System Regulation 15.01.01

1. OVERVIEW

The Texas A&M University System Health Science Center has both faculty who are employees of the Health Science Center (HSC) and faculty who are employees of affiliate organizations such as Scott & White Memorial Hospital. Employees of these affiliate organizations are not on the HSC payroll but are eligible to hold HSC Principal Faculty positions if they meet the requirements set forth in HSC internal policy 12.01.99.Z1.01. Therefore, these employees may be eligible to use the Texas A&M Research Foundation, which also does business as The Texas A&M System Health Science Center Research Foundation, to manage pre- and post-award grant applications to extramural agencies.

2. REQUIREMENTS FOR ELIGIBILITY

Health Science Center faculty who are employed by Scott & White Memorial Hospital, and other hospitals, clinics or organizations formally affiliated with the HSC (herein after referred to as Affiliates), may use the services of the Texas A&M Research Foundation if they meet the following requirements:

- 2.1 The Affiliate employee is a Principal Faculty member of the Health Science Center.
- 2.2 The Head of the appropriate Department of the Affiliated hospital, clinic or organization provides a letter of assurance that he/she assumes responsibility for the HSC faculty member or Affiliate employee regarding his/her conduct with respect to proper approval for all aspects of research. This includes approvals for research with animals, humans, recombinant DNA, ethical conduct in research, etc. as required by the HSC and by Federal agencies such as the Office for Protection from Research Risks and the Office of Research Integrity.
- 2.3 The Head of the appropriate Department of the Affiliated hospital, clinic or organization provides a letter of assurance that he/she assumes responsibility for the HSC faculty member or Affiliate employee regarding his/her conduct with respect to proper approval for human resources management. Faculty conduct must comply with human resources

standards as stated in HSC and/or TAMUS Policies and Regulations including hiring, performance evaluations, terminations, etc.

2.4 The grant application from the Affiliate employee follows appropriate HSC routing procedures and is approved by the appropriate Dean or Director.

3. SALARY RECOVERY AND INDIRECT COSTS

3.1 An approved memorandum of agreement, that includes a signature from the appropriate HSC official, will define the mechanism for reimbursement of budgeted Affiliate salaries and benefits by the Texas A&M Research Foundation.

3.2 Salary release funds resulting from the reimbursement of budgeted Affiliate salaries and benefits by the Research Foundation will remain with the Affiliate in their entirety.

3.3 The distribution of all indirect cost returns will be conducted according to HSC internal policy 15.01.01.Z1.01. Indirect costs returned to the appropriate Dean or Director will be used at her/his discretion, but indirect costs returned to the Affiliate will be to a designated account which the Affiliate has authority to use.

OFFICE OF RESPONSIBILITY

Vice President for Research and Graduate Studies