

## 15.99.99.E0.03 Procedure for Interim Funding

Approved April 23, 2009

Next Scheduled Review: April 23, 2011

### Standard Administrative Procedure Statement

Interim funding may be requested by researchers to allow expenditures on Texas Engineering Experiment Station (TEES) projects while new contractual documents or modifications to existing contractual documents are pending. The interim funding process is governed by this Standard Administrative Procedure (SAP).

### Reason for Standard Administrative Procedure

This SAP prescribes procedures that must be followed to obtain interim funding on TEES projects.

### Procedures and Responsibilities

#### 1. GENERAL

The division has the authority to determine whether it is willing to offer interim funding on pending contracts or existing projects to its researchers.

#### 2. ESTABLISHMENT OF INTERIM FUNDING

2.1 For new projects, interim funding may be established upon request by the division head and/or researcher to the contract negotiator after a proposal has been successfully routed through EPIK.

2.1.1 The contract negotiator will prepare the Interim Funding Form for Establishment of New Project ([see form](#)).

2.1.2 The form will be routed to the business administrator for review and processing through the division.

2.1.3 The "Approved" or "Declined" form should be returned to the contract negotiator for processing.

2.2 For existing projects, interim funding may be established upon request by the division head to the contract negotiator when the current funding period or period of performance is not sufficient to meet the project needs, and an extension or modification to a contract or a draw-down of funding is pending from the sponsor.

2.2.1 The business administrator will prepare the Interim Funding Form for Existing Project ([see form](#)).

2.2.2 Division approvals will be obtained by the business administrator.

2.2.3 The form should then be routed to the contract negotiator for processing.

### 3. APPROVAL OF INTERIM FUNDING

The division head or his/her approved designee is responsible for approving interim funding requests. Divisions are encouraged to document the individuals who act as the approved designee.

### 4. RESPONSIBILITY FOR THE FINANCIAL OBLIGATIONS

The division is responsible for 100 percent of interim funding commitments. The division head may allow individual researchers to use their researcher incentive accounts to back projects if they so choose.

### 5. CRITERIA FOR INTERIM FUNDING

5.1 The following are criteria that TEES uses to assess risk relative to interim funding.

5.1.1 A contractual document is being negotiated and there are no unresolved clauses that violate system policy.

5.1.2 The contract negotiator believes there is a high likelihood the contract will be successfully negotiated.

5.1.3 The sponsor has provided a project start date and has confirmed the dollar amount of the award.

5.1.4 The sponsor is currently in good standing with the State of Texas.

5.1.5 The sponsor is not delinquent on any payments to TEES.

### **Related Statutes, Policies, or Requirements**

[Interim Funding Request Form for New Project Establishment](#)

[Interim Funding Request for Existing Project](#)

Regulation 15.01.01, Administration of Sponsored Agreements – Research and Other

<http://tamus.edu/offices/policy/policies/pdf/15-01-01.pdf>

### **Contact Office**

Research Services

(979) 458-7617