April 24, 2008

TO: Deans, Chairs, and Directors

FROM: James F. Gaertner
President

SUBJECT: Proposed Changes to Research Procedures

A significant increase in research at Sam Houston State University has prompted the Offices of Research and Special Programs (ORSP) and Contracts and Grants (C&G) to streamline research administration on campus. Before beginning a research project, ORSP should be contacted.

Principal Investigators (PIs) considering submitting a proposal or request for funding must begin the internal approval process well ahead of time with the Office of Research and Special Programs. ORSP will provide a detailed list of procedures and policies as that office helps move the proposal forward.

Once an award is made, the Office of Contracts and Grants will handle the post-award administration of the project. Completing the items specified by Contracts and Grants will greatly reduce any unnecessary delays in account establishment and financial administration and make for a more effective process.

I would appreciate each of you making the faculty aware of the need to work closely and in a timely fashion with each of these offices. For your convenience, attached is an organizational chart with contacts for both offices.
Pre-Award:
SHSU Office of Research and Special Programs
http://www.shsu.edu/~rgs_www/

Dr. Richard Ward
Associate VP for Research
Authorized Signature Authority for SHSU

Delia Gallinaro
Assistant Director, ORSP
294-3760
gallinaro@shsu.edu

Tricia Allen
Senior Administrative Assistant
294-3876
triciaallen@shsu.edu
- Grant Submission
- IRB (Human Subjects)
- Faculty budgets (backup)

Eva Strickler
Accounting Clerk
294-3876
strickler@shsu.edu
- IACUC (Animal Subjects)
- Faculty Res Council Admin

Angela Fazarro
Accountant
294-4862
afazarro@shsu.edu
- Faculty budgets
- Grant Submission (backup)

Post-Award:
SHSU Office of Contracts and Grants
http://www.shsu.edu/~rcg_www/

Mike Chavarria
Director
294-1092
mchavarria@shsu.edu
- Expenditure approvals
- General Administrative Issues
- C&G approval signature

Denise Ballard
Contract Administration
294-3833
dballard@shsu.edu
- Contract negotiations
- Preparation of Agreements
- Account Establishment
- Liaison between PI and Sponsor

Chris Rodney
Billing
294-1015
chbr01@shsu.edu
- Preparation of Invoices
- Submission of Invoices

Angela Parker
Voucher Compliance
294-1014
adp012@shsu.edu
- Voucher compliance
- Voucher coding

Angel Lamb
Staff Assistant
294-1302
acc_all@shsu.edu