



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 73.01, **Annual Review of Funded Projects**

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to provide a framework for financial and merit review of projects funded by agencies or mechanisms which do not conduct a regular review of progress through their own agencies.

REVIEW: This HSC OP will be reviewed on June 1 of each even-numbered year (ENY) by the Executive Vice President for Research (EVPR), with recommendations for revisions forwarded to the President by June 15.

POLICY/PROCEDURE:

1. Appoint and charge a Project Oversight Committee (POC) to annually review funded projects such as research/outreach/service programs which are not subject to regular or external peer-review mechanisms. The POC shall be appointed annually by the Executive Vice President for Research (EVPR), and shall be comprised of representatives of the Office of Sponsored Programs, Fiscal Affairs Office, a representative from the Dean's Office of the respective school, and the EVPR as chair. The Associate Vice President for Research (AVPR) will respond to initiatives from the EVPR concerning the goals of this operating procedure.
2. Review process.
 - a. File annual report through Office of Research on forms and schedule determined by the Project Oversight Committee
 - b. Review of report and progress by the Project Oversight Committee
 - c. Forward report of the Oversight Committee to the EVPAA
3. Annual review elements.
 - a. For clinical/outreach projects:
 - (1) Project goals and objectives
 - (2) Progress toward goals during previous 12 months of funding
 - (3) Number of people directly served in terms of public education
 - (4) Number of people directly served in terms of patient care
 - (5) Training provided for health care and education professionals
 - (6) Interagency cooperation (collaboration)
 - (7) Financial
 - (a) Revenue and expenses summary for previous 12 months
 - (b) Project income
 - (c) Project donations
 - (d) List of all FTE's funded by the project
 - b. For research projects:
 - (1) Project hypothesis and specific aims
 - (2) Progress toward specific aims during previous 12 months of funding
 - (3) List all individuals working on project
 - (4) List all publications and abstracts, indicating which are peer-reviewed
 - (5) List any subsequent funding obtained as a result of the project
 - (6) List all individuals in a training status (students and postdoctoral)

- (7) Financial
 - (a) Revenue and expenses summary for previous 12 months
 - (b) List of all FTE's funded by the project
 - (c) Any development income generated as a result of the project

- 4. Failure to provide full and timely reports to the Project Oversight Committee may result in disciplinary action as recommended by the POC.