



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 65.06, **Contracts and Grants Made Directly to Individuals**

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish the conditions governing a grant or consulting contract made directly to an individual employee of TTUHSC. It will be the responsibility of the person(s) affected by the HSC OP to adhere to the policy as established here.

REVIEW: This HSC OP will be reviewed on March 1 of each odd-numbered year (ONY) by the Director of Accounting Services, with recommendations for revision forwarded to the Executive Vice President for Finance and Operations.

POLICY/PROCEDURES:

1. **General Policy:**

The intent of this policy is the prevention of the use of TTUHSC resources for personal gain by an employee.

2. **Application of Policy:**

- a. All employees must process all grants and contracts through the administrative channels of TTUHSC. Employees may not use institutional resources in carrying out the provisions of the grant or contract unless approved by TTUHSC administration and an institutional budget is established.
- b. It is the policy of TTUHSC administration to review grants and contracts made directly to individuals when the resources of the institution will be used in the fulfillment of the grant or contract including:
 - 1) Facilities, including office space, laboratory space, clinical space, and all other areas within TTUHSC
 - 2) Plant operations and maintenance, including utilities, janitorial services, routine maintenance and repairs
 - 3) Library resources, including books, library staff, and computer information systems
 - 4) TTUHSC personnel in academic, administrative, and/or support areas during the time they are fulfilling their TTUHSC-paid responsibilities
 - 5) Any and all factors contributing to institutional direct and indirect cost
- c. Funding received for grants and contracts that utilize institutional resources must be made payable to TTUHSC and deposited in an institutional account per applicable TTUHSC operating policies.op6506