

Sponsored Project Process
Tarleton State University

Sponsored Project - project conducted by employee(s) of Tarleton that is at least partially supported by external funds awarded to the university.

	Grant Proposal	Negotiated contract
Procure Funds	Often through RFP	Identified with sponsor typically independent from an RFP
Route for University Approvals	Using the Maestro software package, proposal is routed for university approvals.	Using the Maestro software package, project plan and contract are routed for university approvals.
Agreement/Contract	<p>If a competitive grant is awarded, an agreement for the work must be negotiated and signed by university officials. With grant proposals, sponsors often provide the agreements, but at times it must be negotiated.</p> <p>Among others, the agreement will consider:</p> <ul style="list-style-type: none"> • Personnel considerations • Schedule of deliverables • Payment schedule • Payment format (invoice or scheduled) <p>Contact: Becky Wood or Kim Medford</p>	<p>Once project idea/funding arrangement is initiated by sponsor, an agreement for the work must be negotiated and signed by university officials.</p> <p>Among others, the agreement will consider:</p> <ul style="list-style-type: none"> • Personnel considerations • Schedule of deliverables • Payment schedule • Payment format (invoice or scheduled) <p>Contact: Kim Medford</p>
Award is confirmed	Once the agreement for the project work is executed, the work may begin.	Once the agreement for the project work is executed, the work may begin.
Deliverables provided	The agreement for work will define the schedule of deliverables, for which the principal investigator will be responsible for filing.	The agreement for work will define the schedule of deliverables, for which the principal investigator will be responsible for filing.