



TEXAS TECH UNIVERSITY

Operating Policy and Procedure

OP 65.06: Conditions of Grants and Consulting Contracts Made Directly to Individuals

DATE: July 11, 2017

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish policy for grant and contracts made directly to an individual employee of the university.

REVIEW: This OP will be reviewed in March of odd-numbered years by the Managing Director of Accounting Services and the Managing Director of the Office of Research Services with substantive revisions forwarded to the Assistant Vice President and Controller, Senior Associate Vice President for Research, and the Vice President for Administration & Finance and Chief Financial Officer.

POLICY/PROCEDURE

1. Policy Statement

Employees are strongly encouraged to process all grants and contracts through appropriate institutional channels for administration by the university. In the event an employee receives funding directly from a grant or contract, the employee may not use any university resources in carrying out the provisions of the grant/contract.

[OP 61.01, Use of University Facilities, Equipment, Vehicles, Supplies, and Services for Private Purposes Prohibited](#), outlines the state of Texas prohibition of the use of university resources for private purposes.

2. Application of Policy

In the event an employee does not process his/her grant or contract through the established university process, the employee may only use institutional resources to carry out the provisions of the agreement if:

- a. The work relates directly to the employee's academic and professional interests and expertise;
- b. An institutional budget is established with grant or contract funds for that portion of the work to be performed using university resources; and
- c. The university is fully compensated by the employee for the cost of the resources provided/used.