

TEXAS TECHNOLOGICAL UNIVERSITY (TTU) HEALTH SCIENCES CENTER (HSC)
Policy and Procedure (HSC) 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 employee of TTUHSC. It will be the responsibility of the person(s) affected by the policy 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 Accounting Services, with recommendations for revision forwarded to the Executive 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 of an employee.

2. **Application of Policy:**

a. All employees must process all grants and contracts through the administrative services of TTUHSC. Employees may not use institutional resources in carrying out the provisions of a grant or contract unless approved by TTUHSC administration and an institutional policy 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 a contract including:

- 1) Facilities, including office space, laboratory space, clinical space, and all other resources of TTUHSC or on the TTUHSC campus.