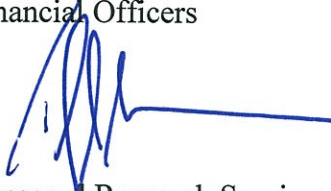


**THE TEXAS A&M UNIVERSITY SYSTEM**  
Office of Sponsored Research Services

September 2, 2011

To: Brazos County Chief Executive Officers  
Brazos County Chief Research Officers  
Brazos County Chief Financial Officers

Through: Dr. Jeffrey R. Seemann  
Chief Research Officer 

Subject: Update on Office of Sponsored Research Services

The purpose of this memorandum is to update you on the status of the Office of Sponsored Research Services (OSRS), which was established as a consortium of Texas A&M University System members to bring together the talents, expertise, and best practices of system members to enhance research administration. I would very much appreciate it if you would share this memo widely within your organization.

As planned, the OSRS officially opened for business on September 1, 2011. The office is now providing contracts and grants research administration services to those Texas A&M System members based in Brazos County that have sponsored research activity—i.e., Texas A&M University, Texas AgriLife Research and AgriLife Extension, Texas Engineering Experiment Station, Texas Transportation Institute, and The Texas A&M Health Science Center. Inclusion of other system members (e.g., other system universities) into OSRS will be addressed in the future.

OSRS has been submitting proposals for some members since July 1, 2011, in the name of the system member, and a handful of awards have already been received and processed. On September 1, proposal administrators, contract negotiators, and project administrators from the above system members and from the Research Foundation officially became OSRS employees; however, no change has occurred in the proposal routing processes. Business services support staff and contracts and grants support staff from these members and the Research Foundation will become OSRS employees on October 1, 2011; meanwhile, all of these personnel will move into OSRS office space at 400 Harvey Mitchell Parkway South during the first full week of September. During that week, please call the main number 845-8600 or 862-OSRS (6777) when trying to contact an OSRS employee. A list of employees and their phone number and email address will be on our web site (<http://www.tamus.edu/offices/cro/osrs/>).

We have hired directors to oversee the business of the Brazos County A&M System members and made staff assignments to each director. Assignments of system members and of staff to the directors were made to maximize the probability that PIs would interact with the same contract and grant staff with whom a PI worked in the past. Notwithstanding these assignments, OSRS personnel will be working as a team, with a great deal of information and workload sharing to provide outstanding customer service.

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Our steering committee has worked with OSRS leadership to develop an initial budget and to propose an equitable and fair assessment model. More details on this will be forthcoming.

To create the most efficient system possible, changes to existing computer systems and the completion of Phase II and Phase III of Maestro (software to manage sponsored research activities) need to be completed (estimated to be in 3rd quarter of calendar year 2013), although select aspects will be implemented sooner; e.g., shortly, we will be electronically routing proposals for approval through Maestro. Software training will be provided by OSRS staff. Again, please share this memo as widely as possible in your organization so that your faculty-researchers and investigators are well informed and aware of the status of the OSRS, which is committed to providing the highest quality services to PIs.

Sincerely,



Mark S. Smock  
Executive Director