

Standard Operating Procedure
Office of Research and Sponsored Programs (ORSP)

STARS Program

A. Purpose

To provide guidelines for the administration of The University of Texas System (UT System) Science and Technology Acquisition and Retention (STARs) Program at The University of Texas Permian Basin (UTPB).

B. Persons Affected

This policy applies to all faculty of UTPB.

C. Definitions

1. UT Systems STARs Program — The Faculty STARs Program has evolved and expanded from the original proposal approved by The University of Texas System Board of Regents in August 2004. The Faculty STARs, STARs Plus, Rising STARs, Translational STARs and Teaching STARs programs are described on the website link provided below. In August 2004, the UT Board of Regents approved an allocation of funds to be awarded to institutions to help attract and retain the best-qualified faculty. This Faculty STARs program was funded through Permanent University Fund bond proceeds (LERR funds) to help purchase state-of-the-art research equipment and make necessary laboratory renovations to encourage faculty members to perform their research at U. T. institutions. The Board has allocated STARs funds to both general academic and to health institutions. More information can be found at [The University of Texas Systems STARs Program](#)
2. Internal Project – new construction and/or repair and rehabilitation projects on the university campus.
3. Sponsored Project (Grant) – Financial assistance mechanism providing money, property, or both to an eligible entity to carry out an approved project or activity. A sponsored project (grant) is used whenever the sponsor anticipates no substantial programmatic involvement with the recipient during performance of the financially assisted activities.
4. Allocable Cost – A cost incurred by a recipient that is: (1) reasonable for the performance of the award; (2) allocable; (3) in conformance with any limitations or exclusions set forth in the State cost principles applicable to the organization incurring the cost or in the Notice of Award as to the type or amount of cost; (4) consistent with regulations, policies, and procedures of the recipient that are applied uniformly; (5) accorded consistent treatment as a direct or indirect cost; (6) determined in accordance with generally accepted accounting principles; and (7) not included as a cost in any other supported award (unless specifically authorized by statute).

Standard Operating Procedure
Office of Research and Sponsored Programs (ORSP)

D. Policy

This policy provides the procedure for overall administration of the STARs program at UTPB by the Office of Research and Sponsored Programs (ORSP) with the support from the Department of Accounting.

E. Procedure

1. College Deans interested in applying for recruitment or retention purposes should complete the applicable coversheet, ORSP Cost Share form and submit the complete packet to the Associate Vice President for Research (orsp@utpb.edu) for review.
2. The final application will be submitted by the Associate Vice President for Research, UTPB.
3. The application packet must include the appropriate [cover sheet](#) and documents listed below when submitting requests for STARs funding:
 - ORSP Cost Share Form
 - STARs Cover Sheet or Rising STARs Cover Sheet
 - A resume or CV
 - Three external letters of reference
 - Budget justifying the amount
 - Each request should address the following:
 - Will the applicant be bringing any research dollars?
 - What funding agencies are likely to be a target for research proposals?
 - Provide a general list of equipment and cost estimates.
 - Include a brief discussion of how the equipment will assist in obtaining research funding.
4. The application review process is administered through the Associate Vice Chancellor for Research, Office of Academic Affairs, The University of Texas System. All awards receive final approval by the Executive Vice Chancellor for Academic Affairs, The University of Texas System.
5. Upon the receipt of a notice of award, ORSP will notify the Department of Accounting. The Department of Accounting will setup the cost center and load the budget and provide the cost center number to ORSP.

**Standard Operating Procedure
Office of Research and Sponsored Programs (ORSP)**

6. ORSP Postaward will notify the faculty member, department chair, college dean, and the applicable department/college administrative personnel that the award is active and provide the cost center number.
7. Although the setup of a STARS award is that of an internal project by the Department of Accounting rather than a sponsored project/program (grant), the awards will be managed as if a sponsored project/program (grant) by ORSP.
8. ORSP will be responsible for:
 - Overall administration of the program at UTPB including applications and submissions
 - Provide approval of all expenditures as whether or not an allocable cost
 - Distributing quarterly financial reports to the faculty member, their department chair, college dean, and applicable department/college administrative personnel
 - Process no cost extension requests
 - Coordinate all required programmatic/technical reports to The University of Texas System
9. The Department of Accounting will assist ORSP with the following:
 - Assisting the award faculty member and department/college in the timely resolution of all financial issues/discrepancies
 - Reconciling the grant ledger and each award to the general ledger on monthly basis
 - Updating master STARS spreadsheet maintained by the Department of Accounting on a monthly basis
 - Reporting of all financial report requirements of The University of Texas System
 - Timely closeout of the award in PeopleSoft
 - Copying ORSP on all communications to faculty members, departments, colleges, and sponsor

F. Related Statutes or Regulations, Rules, Policies, or Standards

- a. [The University of Texas Systems STARS Program](#)

G. Dates Reviewed or Amended

- 7/21/2020
- 12/3/2020