



April 5, 2012

**ADMINISTRATIVE PROCEDURES MEMORANDUM 12-07**

**To:** University Administrators and Chancellors

**From:** Yaa-Yin Fong *Y. Fong*  
Director, Office of Research Services

**Subject:** Administrative Procedure A8.910 – Procedures for the Preparation and Submission of Proposals to External Sponsors and the Review/Approval Requirements for Sponsored Agreements

Transmitted herewith is the revised Administrative Procedure A8.910.

Revisions to Administrative Procedure A8.910, Procedures for the Preparation and Submission of Proposals to External Sponsors and the Review/Approval Requirements for Sponsored Agreements, are as follows:

- Update the name of the sponsored programs office to "Office of Research Services" (ORS)
- Update the procedural information to reflect the recent implementation of *myGRANT*, the new electronic grants management system implemented by the university in November 2011.
- Updated the list of exceptions of types of extramurally funded programs and activities not processed through ORS

Any questions regarding these procedures should be directed to ORS at (808) 956-7800.