Texas A&M System
Sponsored Research Services

Contracts & Grants Support Team Desk Manual

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Award Processing – Initiating Award Set-Up Packages

Awards are received in various formats: emails, awards@tamus.edu and hard copies by mail.

Mail: Front Desk will date stamps awards and places in "Awards" box in mail room

CGST reviews award
Award is researched by looking into Maestro for proposal number if applicable or existing project.
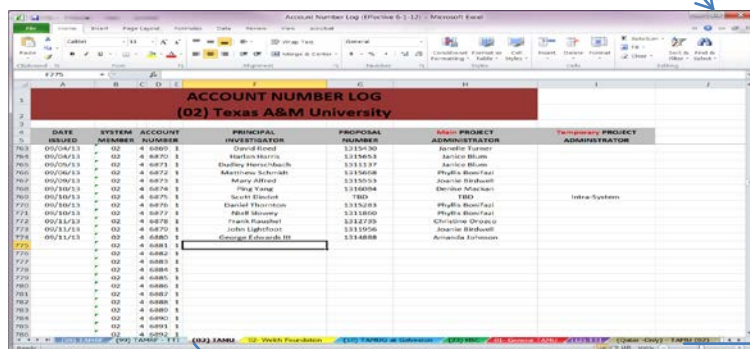
Determine if Award is:
- New
- Continuation
- Correction
- Extension
- Increase
- Interim Funding
- Reduction
- Release of Funds
- Renewal
- Revision
- Supplement

If New Award:
1. K:\Contracts and Grants\Contracts & Grants Support Team\Award Logs (Ag and TEES have their own logs)

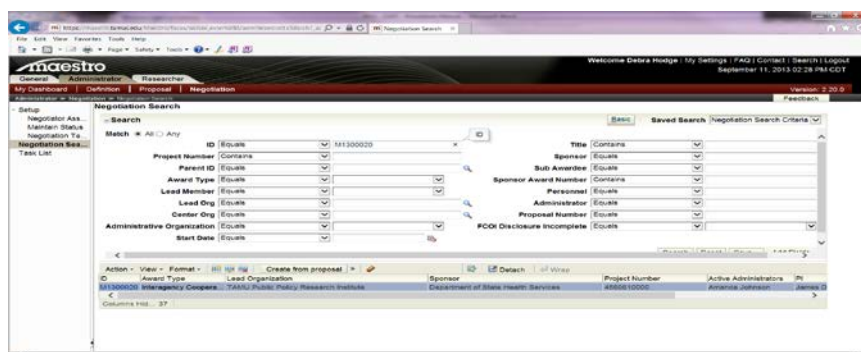**Assigned new project No. " Excel Spreadsheet"**

"See Bottom of screen"

Pick Entity Tab\ Click on the entity you need:
RF, TAMU, TAMUG, TTI, TAMU-Qatar, HSC, Tarleton, Welch Foundation, Prairie View

Click on the "Entity" that the award applies to and assigned next available Project/account number:


After all research is completed, print all documents:
Setup package is started:

Search for Sponsor, PI, Proposal Number, Title, Maestro ID (M#), etc. to make sure record is already in the system.

If a M# does not already exist in Maestro, then create a new M# by using one of the 2 methods:
If a proposal does not exist, use the Create New Record function. If proposal does not currently exist, an internal proposal will be prepared and Contract Negotiator will input Proposal number to link proposal to contract. Proposals-Create-Enter Proposal number.

If there is a proposal in Maestro, use the Create from Proposal button. The 'Create from proposal' function can only be used if the proposal is in one of the following statuses: Awarded, Submitted to Sponsor, or Award Pending
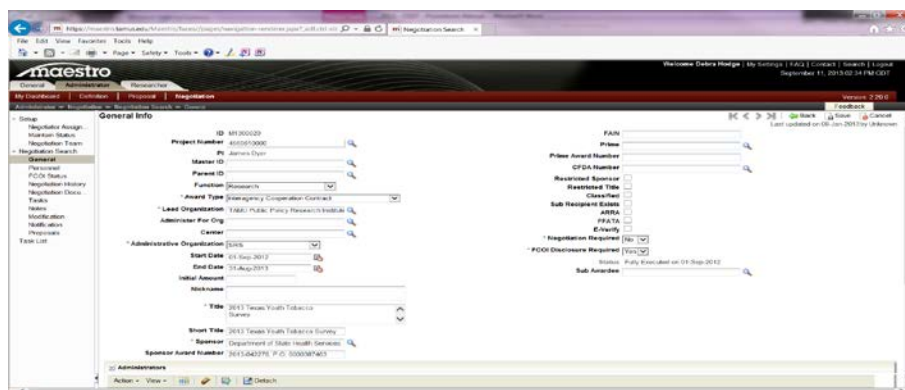

Fields on the **General Screen** with an asterisk* will be entered. Such *fields include PI, Function, Award Type, Lead Organization (System Member and PI's department),Administrative Organization (SRS),Title, Sponsor, CFDA number (if federal) and Negotiations Required. After the* or required fields are entered, click Save, then an M# will populate.

Input Contract Negotiator and Project Administrator associated with the System Member and Department.
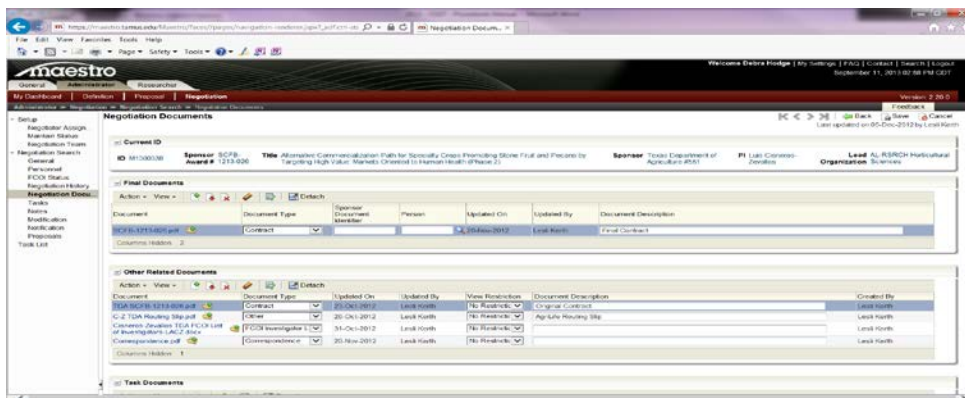
Go to the **Negotiation Documents** and upload the original contract, routing sheet and related correspondence in the Other Related Documents section. When uploading, enter in the appropriate document type (i.e. Contract, Correspondence, or Other) and document description (Original Document).
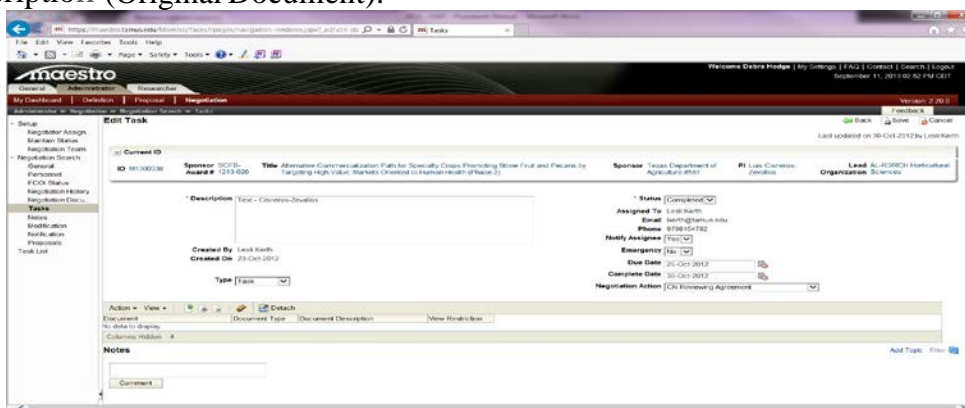
Send a **task** to the appropriate contract negotiator or project administrator stating that they have a contract for review.
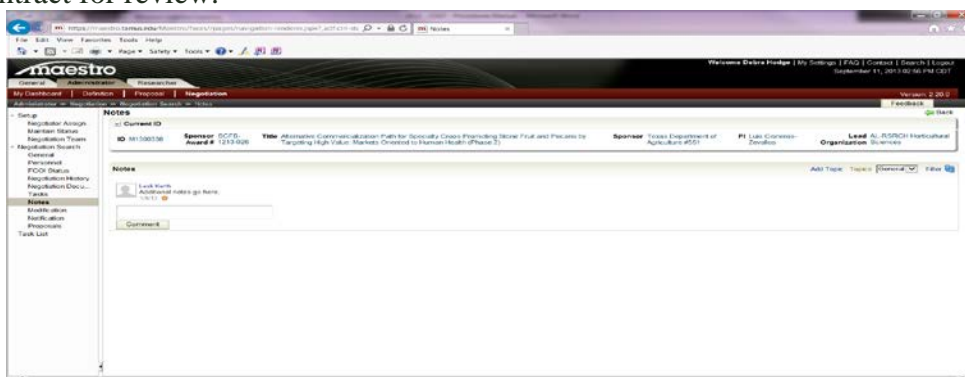
If you upload a hard copy of the original document, give the hard copy document to a Negotiator in a manila folder. On the **Admin Notes Screen** enter in a note/record that indicates hard copy to CN and project number.

After all information is entered into Maestro:

Prepare - Award routing Sheet – K:\Contracts and Grants\Contracts & Grants Support Team\Forms - Originals

**Fill form out with all information on award.**

1. Place all Documents in a manila folder.

2. Print a copy of Award and other document related to setup.

3. Place Routing Sheet on top of manila folder and all other item inside, (Award, budget, all documents related to setup) rubber band package and distribute to Negotiator.

Deliverables Procedures

CGST will check the Deliverables Mailbox (SO SRS Deliverables deliverables@tamus.edu) in Microsoft Outlook. CGST will determine how to process the emails. These emails include various types of notices from sponsors, reports from Principle Investigators (PI) and Project Administrators (PA) and also forwarded messages from SRS resource email accounts, as well as individuals from TAMUS members.

1. Emails that are titled with something other than OVERDUE can be deleted.
   Examples: Final Project Report is NOW DUE for…
             Annual Project Report is NOW DUE for…
             Project Outcomes Report for the General Public is Now Due for…

2. OVERDUE emails should be forwarded to the PA. CGST will search Maestro to find the active PA for that award. After it has been emailed, move the email to the Completed subfolder.

This is an example of an overdue email.
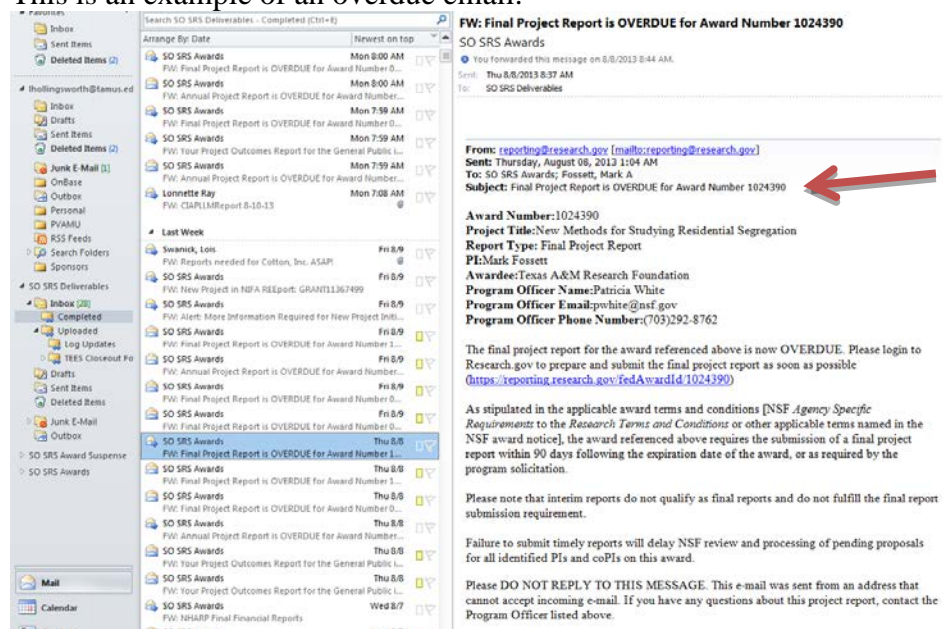
To find the correct PA use the award number at the top of the email. Copy that number and paste it to the Sponsor Award Number area in the Project Search page in Maestro. After Searching, the award should appear with various information as shown below:
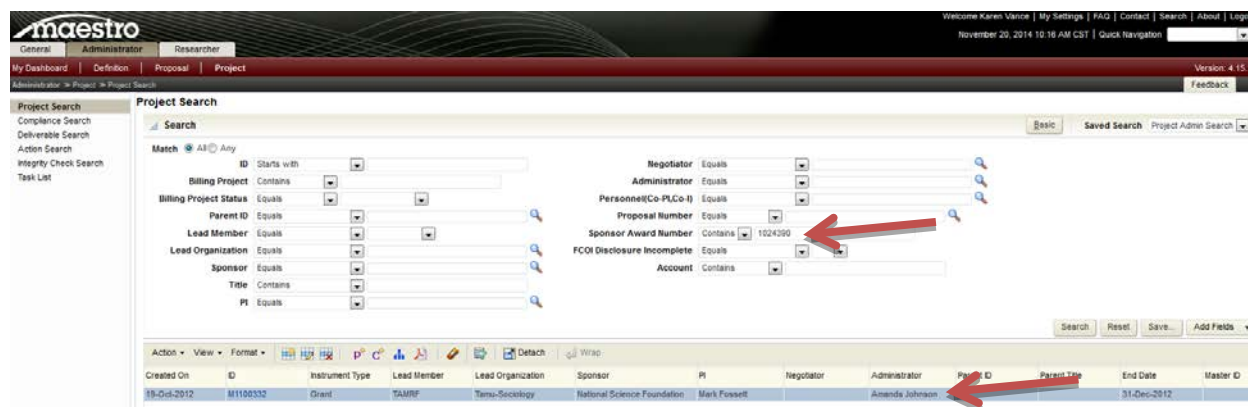
Once the active PA is determined, forward the email and include the Maesto ID number. The email is then moved to the Completed subfolder.

Emails with or without reports attached are converted to PDF format and then uploaded in Maestro.

Below is an email with the report attached. Convert to PDF by choosing Adobe PDF as shown by arrow.
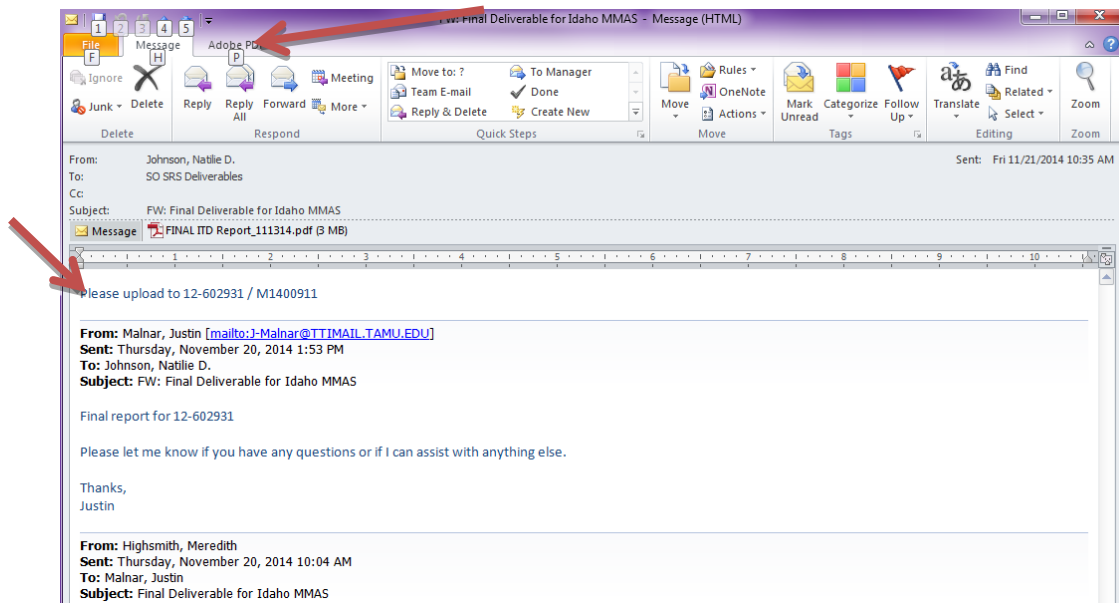
When saving to PDF, name the report using this format:
　　　　System Member–Account Number Type of Report
Types of Reports:
　　　　M- Monthly Progress
　　　　Q- Quarterly Technical
　　　　P- Progress
　　　　SA- Semi-Annual Technical
　　　　AT- Annual Technical
　　　　AI- Annual Invention
　　　　FT- Final Technical
　　　　FI- Final Invention
　　　　O- Other
For example, this report would be 12-602931 FT

If the account number or report type cannot be found, open the report to try to find something that can be searched for in Maestro. If unable to find the information, email the PA for information.

After saving document upload to Maestro Deliverables section, explained in Section 4 a. Once uploaded and viewing email it is possible to choose the pdf. in the email and view the report.

Below is an email without a report attached. The email is confirmation from the sponsor. Convert to PDF by choosing Adobe PDF as shown by arrow. After saving document, upload to Maestro deliverables section, explained in Section 4 a.
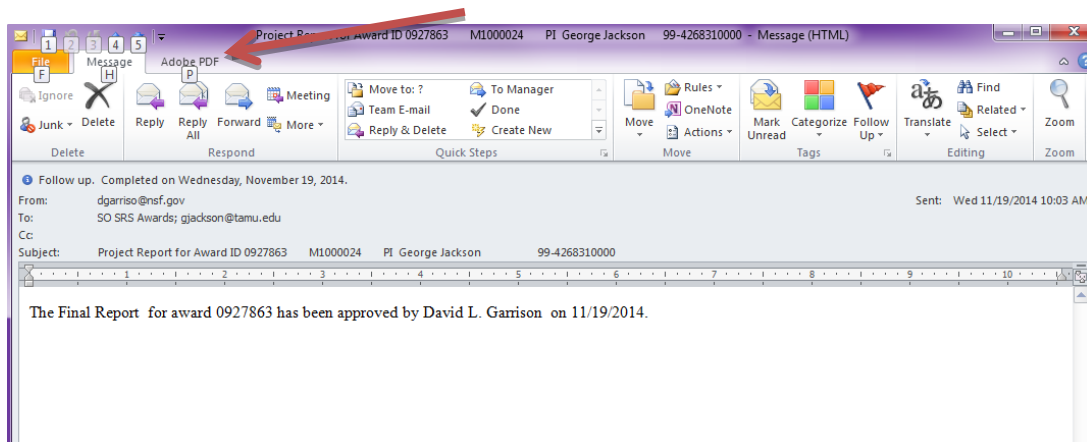
3. Uploading emails in Maestro.

Log in to Maestro. Choose Administrator tab then Project tab.
Next enter in the sponsor award number shown by arrow below, search and award should appear.
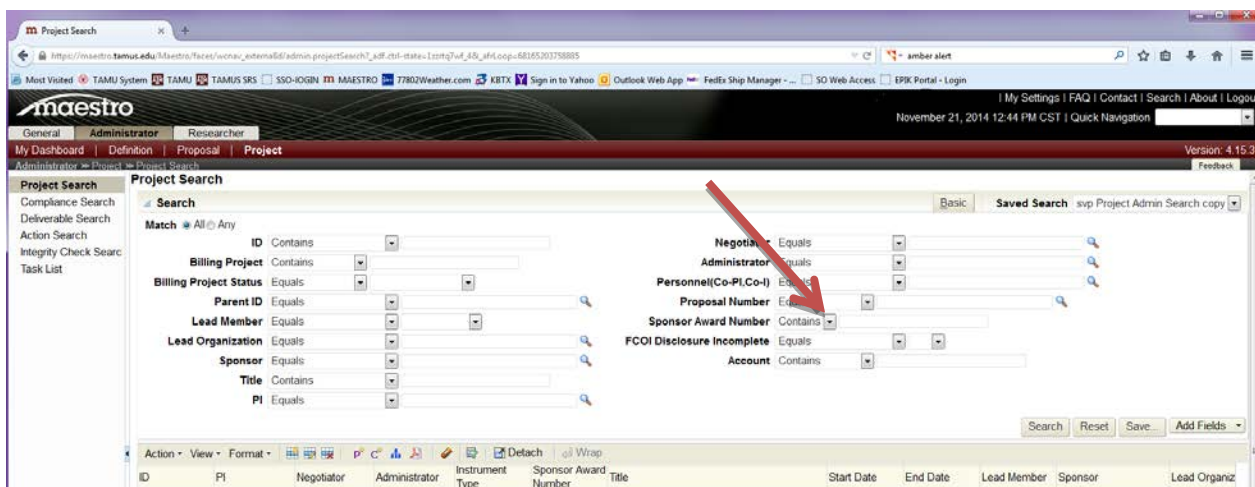
Next, open the award file in Maestro and go to the deliverables tab.
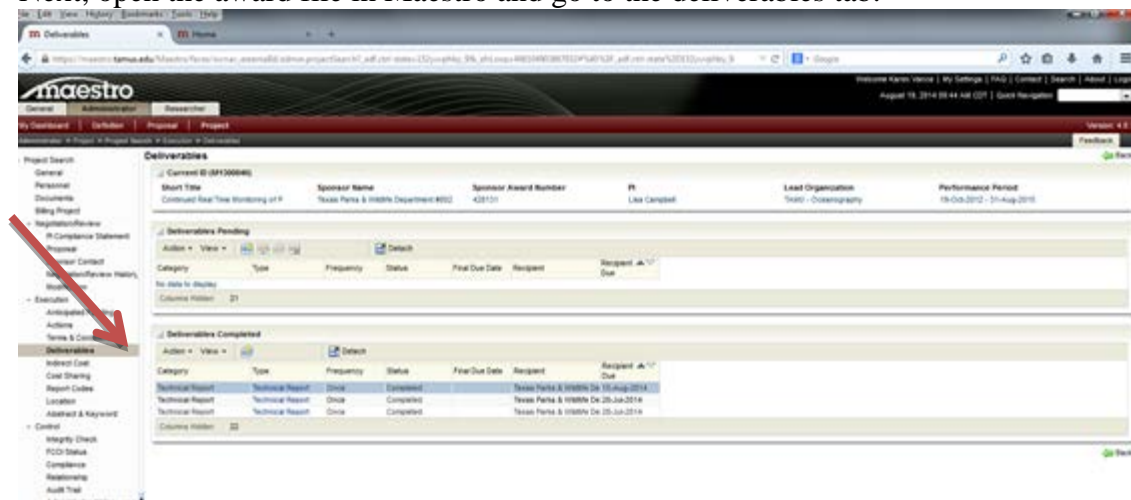
If there is an appropriate report already entered, select and upload document previously saved. Sometime the report will need to be created before uploading the document.

After document is uploaded save and then choose 'Completed' under the 'Status' in 'Deliverable Details' section. Save again.

Notes:
AgriLife Extension or AgriLife Research emails, after being uploaded in Maestro, will be emailed to appropriate CGST personnel. The email/reports will then be scanned into LaserFiche. The email/report is then moved to the Uploaded subfolder.

Procedures for Master Agreements
**(Master, Non-Disclosure, Memorandum of Understanding, etc.
that does not include funding)**

GCST searches Maestro to verify that a setup has not already been done for the Requested Master Agreement.

If a setup has not been done in Maestro CGST will need to enter in the required fields on the General Screen (those with an *), assign a number from the Master Agreement Log, enter the appropriate Negotiator, upload the original agreement and forward the setup to the appropriate negotiator.

If the agreement has been set-up and the request is an amendment, CGST will do a modification setup and forward to the appropriate negotiator.

When the setup has been returned to CGST, staff will verify that a Fully Executed Agreement has been uploaded into Maestro, and the Master Agreement has been emailed to the PI and file has been placed in file cabinet in CGST area.

Maestro Sponsor Set-up

TAMUS entities or personnel who request a new sponsor in Maestro need to fill out a Sponsor Input/Change Request.

Contracts & Grants Support Team (CGST) will confirm in Maestro that the requested sponsor is not already in Maestro and they will review and confirm the accuracy of the information on the form. Then CGST personnel will log into Maestro and create the new sponsor record.

CGST will add in the contact information if it is provided:

CGST will then add the sponsor's information to FAMIS on Screen 004:

If the new sponsor is funding an award for TEES, the sponsor must also be added into EPIK. The Maestro Sponsor will need to be populated in Maestro for 24 hours before it can be linked in EPIK.

CGST will then send an email back to the requestor with the Sponsor ID Number.

Advanced Proofing Guidelines

Lead Organization
The Department that the PI submitted the proposal under and identifies the TAMUS Member. PIs can have multiple adlocs – check this. Click on magnifying glass and search for Lead Organization by entering your preferred search field (Abbreviation, Name, or Member), click Search then select appropriate Member/Department and click OK.

Administer for Org
Only used when Research Foundation is administering an award for a system member. This should represent the member and department.

Function
Pulled from the proposal and determined by the TAMUS Member. Most of the time this field will be Research. Ag Extension is always Function 20.

Sponsor
Entity providing funds to a TAMUS Member or the third party to any Award Type. Click on magnifying glass and search for Sponsor. Choose correct Sponsor for agreement and click OK. If the Sponsor cannot be found in Maestro please complete the Maestro – New Sponsor Input Request Form and email it to maestrosponsor@tamus.edu. If the Sponsor is a federal entity, CFDA number is required to be filled in.

Sponsor Award Number
The number that the *sponsor*s signed to the grant, agreement or contract.

FAIN Number
Provided from sponsor for subaward purposes.

Prime - If we are a Subrecipient, complete this section using the magnifying glass to search for prime sponsor (original source of funds). CFDA number is required if the prime is a federal award. Choose appropriate CFDA code for sponsor if prime agreement is contract. See Maestro Subawards User Guide.

Prime Award Number –the number that is assigned to the Prime award

CFDA Number - Catalog of Federal Domestic Assistance (CFDA) (www.cfda.gov) assigned to all government Grants. The Federal government does not assign CFDA numbers to direct contracts (Prime or Sub). The TAMUS Members however wish to track all federal awards (Grants, Agreements and Contracts) by CFDA number. Check with the Member for specific CFDA assignment for federal direct contracts.

Title
The formal or long title of the Project

Start Date
Agreement Period of Performance Start Date

End Date
Agreement Period of Performance End Date

FCOI Disclosure Required
Checked by negotiator or project administrator if award is required to comply with TAMUS FCOI procedures

Funding Type
How funding is to be billed, i.e. Fixed Price, Cost Reimbursable or Mixed. Will be defaulted to Not Funded. Validate that it is not "not funded".

Restricted Title
Click this box if we are prohibited from including title of TAMUS project reporting in statistics. Also, click this box if the scope of work or any of the data is considered to be confidential.

Subrecipient Exists
If there is a Subaward check this box.

Project Status
The status of the entire project, i.e. Active, Closed. Should be active.

Financial Status
The status of funding on the entire project.

Administrator
The current Project Administrator for this project. Ensure the correct PA is assigned.
Summary: Confirm all Data
The Summary tab on the general screen will provide an overview of project details. You will be shown:
Total Awarded Amount
Total Anticipated Amount
- Fully Executed- Yes/No
- Current Period Start Date
- Current Period End Date
- Integrity Check Status
- Compliance Completed-Yes/No
- Billing Projects
- List of all Modifications and their current status
- List of all Actions

Integrity Check:
The Integrity Check tab will allow you to see any items that the integrity check function has identified as errors or warnings. This is the same screen as you would bring up from the menu. Refer to the Integrity Check definition for further details. If an error is found send it back to the PA.

Personnel Screen

Member
Should match the system that the award was issued to.

Organization
Should match the department of the investigator. System member will show if administrator organization is Research Foundation.

Project Documents Screen

Final Documents - This section is used only for the final fully executed documents including any modifications. Verify that the final document has all required signatures.

Initial Award Documents-This section will have all documents, correspondence and negotiator notes dealing with the initial execution of the main award.
*Note- any documents moved forward from the previous negotiator module will appear here by default.

Modification Related Documents–Any documents relating to a modification, such as the partially executed document awarding the mod or negotiator notes should be uploaded under each individual modification record. These documents will then pull into the main documents screen.

Action Related Documents- Any PA notes or documents, such as important emails, can be uploaded to the action they pertain to for backup. Any documents attached to an action will be pulled through to the main documents page.

Document Types That May Be Uploaded
Correspondence
(Includes email from sponsor/sub, email from PI, email from OTC, email from OGC). Upload as 1 pdf.

Approvals/Recommendations
• Department/College

- General Counsel
- System Member
- Sponsor
- Work Offsite
- Other

Modification Screen

The purpose of this screen is to enter and track Modifications for awards and subawards. The CGST or SMG will create the modification records and enter the Type and Description. Also, CGST or SMG will enter in any applicable Notes regarding this Modification and upload the associated documents into Modification Document. The CGST or SMG will then send a Task to the assigned negotiator or project administrator indicating a Modification is ready for their review.

The Negotiator or Project Administrator will enter the Sponsor Award Number, Proposal, and check the box if the PI needs to be notified.

Seq

The number of the modification in chronological sequence as entered into Maestro.

Type
The type of Modification:

> **Supplement -** Additional funds without change in period of performance.
> **Continuation** - Modification to add more time and money. A project approved for multiple-year funding with funds committed one year at a time.
> **Extension** - Additional period of time given to complete the work (no additional funds).
> **Reduction** - Decrease in the amount funded.
> **Release of Funds** - Modification to authorize expenditure of previously obligated funds.
> **Revision** - Changes terms and conditions (scope of work, PI, CO changes, etc.).

Description
The Sponsor's specific reference name for the modification, i.e. the Amendment number (however, not necessarily in the same chronologic order as the Seq).

Sponsor Award Number
The Sponsor's award number. If the Sponsor Award number changes from the original award number enter the new number here. Do not change the award number on the General Screen.

Proposal
If a proposal was done for that specific modification, it can be connected here.

Terms and Conditions
When initially setting up the project, the terms and conditions should be established. Terms and conditions can be added by using a template, a project with T&C previously established or by individually choosing T&C from selections. New terms and conditions can be added or updated as needed for project. Templates can be updated by a designated Template Administrator.

Terms and Conditions
This section is used to define the terms and conditions that apply to the project. Only Items with a Value selected will appear on the SPS. Check that these are correct and that the correct template was used. Be sure Terms and Conditions are marked on SPS.

Action Button

Gives the three options to create Terms and Conditions. Also, there are buttons on the section header that correspond to the Action button options.

Deliverables

The project deliverables screen was designed to track all project obligations. The PA will set all known technical and financial deliverables at the beginning of the project. The system will track if obligations have been met and send reminders to PI's/Assistants about upcoming deliverables that are due.

Category

This box will be auto-populated based on Deliverables Category.

Type

Use the search function to define what type of deliverable is required.

Frequency

How often will this report be due: Once, Monthly, Quarterly, Semi-Annual, Annual or Final.

Tracking

This field is required to drive tracking statuses, notifications and late reminders.

- Required-Status updates are required and notifications will be sent. Late Notices will go out if not completed by the specified number of days. An entry will appear in the worklist of the Responsible Person and Secondary Assistant 15 days prior to the required deadline.
- PA Tracking- No notifications will be sent but the Status is required to be changed to complete.
- Notification Only- No late reminders will be sent and no status is required to be set to complete.

Recipient Due Date

When is this deliverable due.

Recipient
Sponsor will be entered by default but this field can be changed to reflect who will be receiving the deliverable.

Responsible Person
The person that is responsible for completing the report. By default this will be the PI but another person may be chosen with the search function. This person will receive all notifications.

Secondary Assistant
If someone else needs to be notified or will be submitting the deliverable, specify them here. If the PI has specified a delegate, they will be auto-populated.

Reminder
These three numbers represent the number of days before the due date that the PI and Secondary Assistant will be notified. If left blank, no notifications will be sent. If the frequency is set to final, then the three fields will auto-populate with 30-60-90 days.

Late Reminders
These three numbers represent the number of day after the due date that notices will be sent. At each level, a higher authority is added. This is not auto populated.

Extension Pending
When checked, notifications will go out with a disclaimer that an extension is pending.

Auto Create New Iteration
If marked yes, once an iteration due date has passed then a new one will be scheduled. This will continue until the Final Due Date is reached.

Final Due Date
Used in combination with the Auto Create New Iteration feature, the final date will discontinue iteration creation. If an extension is processed, the final date will be updated.

Received Date
The date a specific deliverable was received.

Sent to Sponsor
The date the deliverable was sent to the sponsor.

Status
Status shows at what stage the deliverable is in.
- Pending- At 6 months prior to the due date, the status will automatically be changed to pending.
- In Construction

- Complete- Once the deliverable is submitted, the status has to be manually updated by the PI or PA.
- Notified- If only a notification is required, the status will change when the notification is sent.

Description
Short description of deliverable.

Deliverable Elements
Any elements that need to be included in the deliverable. If this should be included with each iteration, then check box "Include In New Iteration". This will be included in the notification sent to PI.

Notes
Internal notes only. Will not be sent in notification. If this should be included with each iteration, then check box Include In New Iteration.

Documents
Deliverables can be uploaded here.

Reporting Codes – Verify codes are filled in.
Reporting codes are used for TAMU System Members' reporting purposes, such as for the Texas Coordinating Board Report and NSF Reports. If the record was created from the proposal, then these codes will be automatically filled. If not, then the PI should provide the correct information for the project administrator to complete this page.

Integrity Check
The Integrity Check screen will allow the Negotiator or Project Administrator to identify certain problem areas of the project and will automatically run on a nightly basis. These will be classified as Errors, which need actions taken immediately to correct, or Warnings, where there are potential problems. Once the problem is corrected, the error is marked as Resolved. If the problem has only been temporarily resolved or deemed unimportant, a Resolved Until date can be added which will prompt the error to show again at said date.

Currently the Integrity Check will be controlled by the following table:

CHECK	Severity	Description
Active sponsor	Warning	if sponsor on project, modification in negotiation, not completed action, is active
Negotiation/review status missing	Warning	for fully executed only, if all required statuses have been met
LEAD org – PI's organization don't match	Warning	
Inactive personnel	Warning	check status in BPP
Inactive responsible person,	Warning	check status in BPP for responsible person and secondary assistance in scheduled deliverables
Compliance statement	Warning	check if PI completed Compliance statement when needed
Account in deficit	Warning	Direct balance is in deficit
Research Compliance expired/missing	Error	
FCOI	Error	Not all investigator disclosed their FCOI
Late deliverable	Warning	
Funding period dates	Warning	Minimum start date and maximum end date doesn't match project start/end date
IDC start / date	Warning	Minimum start date and maximum end date doesn't match project start/end date
Cost sharing is not set	Warning	Cost sharing Required is set to Y, but no cost sharing info was entered for a project
Account does not exist	Warning	Account entered under Billing project is not setup in financial system.
Billing project waiting for a transfer	Warning	Not all billing projects are sent to FAMIS

The Integrity Check function can be run at any time and should be run at the conclusion of any award action. The list can be exported to Excel as needed. Until the automated alerts are designed, the PA should run their integrity check search to obtain the list of pending issues.

FCOI Status Screen

This screen shows the FCOI status of all of the investigators on the FCOI List of Investigators. The list of investigators should be added/corrected on the Personnel screen in order for them to show here. It shows whether the investigator has completed their TrainTraq course and disclosure form, if a significant financial interest (SFI), and if it is manageable. See the SRS FCOI Policy for more details.

The screen also indicates who the System Member FCOI official is in case there are any questions. You can highlight the individual in question and notify the COI automatically that an action is needed.

SPS Report

The Sponsored Project Summary will now be available at any time and anyone with access will be able to view. The SPS will cover the following areas:

- General Award Information
- Administrative Organization
- Investigators
- Actions
- Indirect Costs
- Cost Sharing
- Subrecipients
- Deliverables
- Compliances
- Terms and Conditions
- Reporting Codes
- Active Account Numbers

Maestro
Compare Contract and SPS report to data entered in Maestro in the following areas:

General Award Information
PI / Lead Organization / Function / Instrument Type/ CFDA# /Title & Dates (s/b same as contract)
Personnel
PI Name + Member + Organization should match with the General Info screen / If PI Credit by % is not filled pull up the proposal then enter the information from the Personnel screen, or return to the PA to complete.
Active Account Numbers
New Billing Project# 0s to back for 06 projects / Sponsor Name / Dates same as General screen / Billing Project Accounts in Maestro should correspond with the Support Accounts in Famis
Proposal
All new projects should have a proposal. Modifications with additional funds may require calculations if over 25% from the original amount return to the PA for review and/or to request for a new proposal.
IDC Action
Check Rate / Frequency / Level / Calculate amount for accuracy - only applies if it's obvious.
Tasks
In Modifications - when a completed task is sent to a Negotiator make sure the Negotiation Box is marked.

FAMIS
SPR:

Check #111: Long Title / Sponsor & Award Number#/ Status/ Total Awards Amt / Dates/ Instrument Type / CFDA

Check #112: Base: TDC or MTDC / Level: (L3 is only for 0%) / Frequency: (N only for 0%) / *Mandatory Cost Share if set to Y - (see next page) / Function and System Member: Function 15 = 06 Ag Research / Function 20 = 07 Ag Extension)

Cost Sharing Screen 130: When screen 112 is set to a "**Y** " for Mandatory Cost Sharing the PA will complete the C/S screen in Maestro then screen 130 will populate overnight into FAMIS, as shown above. Also when an No Cost Extension has been approved the PA will update the end date in Maestro for cost sharing and will continue with each NCE until the Total Cost Sharing Actual has been met.

FRS:

Review 006: ABR Rules should not use 001 for Federals / Map Code & Reporting Group – (example for Research & Extension Accounts: Map Code: 5000 = Federal & Reporting Group =RF - Map Code: 40050 = Non-Fed & Reporting Group = RN) / Function / Primary Dept / Long Title (fix the title when needed)

Review 008: Effort Category: DRES = 06 & DOSA = 07 / Interest Acct (sometimes entered on screen 52 instead - see page 11) / AR Clerk CD / Title to Equip must be noted (example: No Equip Budgeted or Vests with Member, or Sponsor) / Subcode Edits: in this case when code 8000 – 8999 is mark with an N
– this means no equipment was included in the budget (see next print)

Review 034: Object Code 8000 - Capital Outlay Pool should not have a dollar amount if Edits Low & High is marked with an N

Review 009: <u>Total Awarded should match SPS & SPR & Screen 34</u>/ Object codes: 0250 = Federal only and 0255 = Non-Federal accounts / TE Certify set to Y for all Federal & State

Award w/A-21 obligations (If multiple support accounts are needed the PA will enter the IDC information on screen 52 and mark the TE Certify separately --- (PAs are not always consistent on what screen the information is entered)

Change FY/PY/IN to Date: from FY to IN and hit Enter - now compare 0001 Revenue Pool amount to the Total Awarded on screen 9 and screen 111 in SPR - totals should all match.

Review 51: Depts / IDC Info / Start & End dates / Long title - (Note: the long title is missing some information, also notice the Expense Obj Code: 9630   is different from screen 9 –in this

case only one S/A was added therefor codes should be the same. This is a Federal project and 9610 is the correct code. Notify PA to fix.

Review 52: Some of the same info from screen 8 and 9 can be entered on screen 52; for example if the Interest Acct info is missing on screen 8 - check screen 52. Same applies to SubCode Edits and TE Certify from screen 9. Some PAs will enter the information in both screens…. FYI: PAs are not always consistent if only one S/A was setup then screen 8 is acceptable, but if more than one S/A is added then screen 52 should be updated for each. Also note: equipment is exempt from IDC and should not be coded as 8000-8999 if under $5000.

Screen 34 Print #1 & 2 - check that the Revenue dollars were added in screen 34. If not, notify the PA --- this only happens when the PA enters the account number + the S/A on screen 10B. The revenue dollar amount is dropped and so a separate entry is required. Hit enter to view the bottom of the screen.

Screen 34 Print #2 – Hit Enter from screen 34 to bring up this page: After the budget has been entered for a **NEW SETUP** this screen should always show 0 (zeros) straight across the bottom for Account Total (as seen above) – if you see a $ amount under the Budget column or PF6   it could mean the PA did not load the budget correctly. Request the PA to review the account for verification.

Remember:
Modifications
No proposal is required if supplement does not change scope of work, does not change period of performance, and adds less than 25% of total award within an Action.

Extension of Time
Updates several areas in Maestro and FAMIS:
   • Maestro: General Screen – Billing Project - Action – IDC - Cost Sharing (if required)
   • FAMIS: SPR screen 111 - FRS: screens 9 + 51 (when multiply support accounts are setup based on dates)

Signature and Suspense Procedures

1. CGST will receive a request from a Contract Negotiator or a Project Administrator like the sample below in the Award Suspense Box.
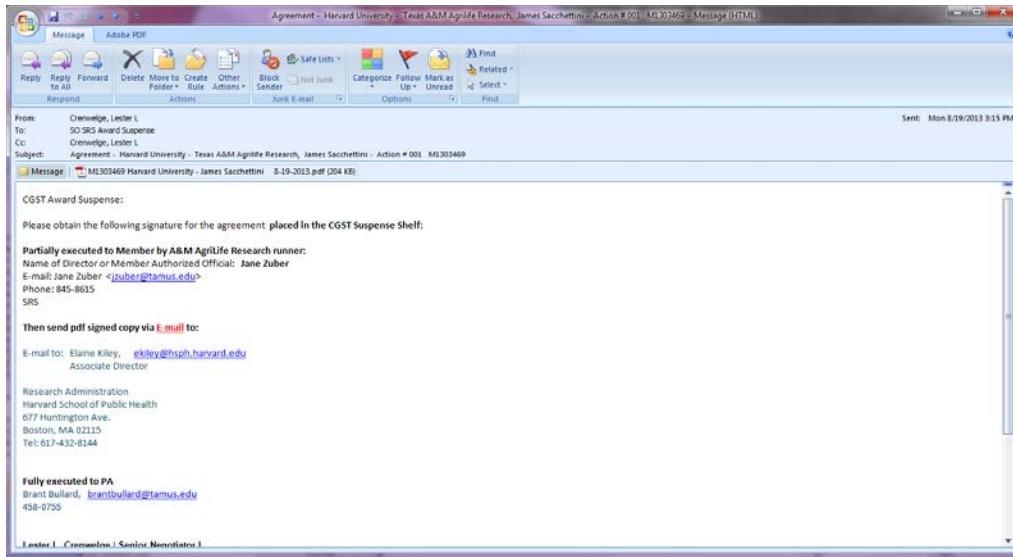
1. CGST will record the partially executed document onto spreadsheet.
   a. Computer
   b. (K:) Drive
   c. Contracts & Grants
   d. Contracts & Grants Support Team
   e. Signature & Suspense Information
   f. Suspense Reporting

2. CGST will maintain a weekly status check on all existing pending documents.
   a. If submitted via Standard Mail, FedEx or UPS a call is made to check on partially executed document.
   b. If submitted via electronically then an email is sent to the Sponsor for an update of status.
   c. Once the fully executed document is returned by the Sponsor CGST will mark it completed in the spreadsheet.
   d. Fully executed document then gets uploaded in MAESTRO in documents section.
   e. Marked as fully executed in MAESTRO
   f. Acting Project Administrator is tasked

Suspense Reporting - Agriculture Programs

	Sponsor	Account	Document	Date	Sent Via	1 Wk Status Date	Staff	Director/Date	Principal Investigator
18	Texas Cattle Feeders Assoc	M1000460	06-405957 (Extension)	1/28/2013			AC	1/28/13 DG	
19	USDA-FAS	M1302099	Agreement	5/9/2013	Hand carried		RMA	5/9/13 JZ	George McWhorter
20	DSHS	M1301578	Amendment	3/11/2013	Hand Carried	04/02/13	RMA	3/11/13 JJ	Carol Rice
21	Howard G Buffet Foundation	M1302927	Interim Funding Request	6/19/2013	Hand carried	6/26/2013	RMA	6/19/13 JZ	David Lunt
22	East Wildlife Foundation	M1303216	Agreement	7/19/2013	Hand carried	8/6/2013	RMA	Returned to LC &	Armando Alonzo-History
23	USDA-APHIS	M1300128	Article 23	8/6/2013	Hand carried	8/21/2013	RMA	8/6/2013	
24	Park Cities Quail	M1303261	Contract	8/20/2013	Hand carried	8/28/2013	LH	8/20/2013 JZ	Shuping Zhang
25	TPWD	M1201227	Amendment No 4	8/20/2013	Hand carried	8/28/2013	RMA	8/20/2013 JZ	John Gold
26	USDA-National Institute of Food	M1000279	No cost ext letter	7/9/2013	Signed already	8/14/2013	RMA	Already signed	Donna Martin
27	USDA-MIS	M1303314	Agreement	8/1/2013	Hand carried	9/2/2013	RMA	8/1/2013 JZ	Kevin Cummings
28	Texas Parks & Wildlife	M1100177	Accounts payable	8/13/2013	Hand carried		RMA	8/13/2013 JZ	Brett Collier
29	DOI-National Park Service	M1303327	Agreement	8/2/2013	Standard Mail	8/29/2013	RMA	Already signed	Fred Smeins
30	Texas A&M Agrilife	M1303200	Salary Enhancement	8/2/2013	Hand carried		RMA	8/2/2013 DH	Addison Lawrence
31	DSHS	M1303443	Contract	8/16/2013	Hand carried	8/30/2013	RMA	8/16/2013 JZ	Carol Rice
32	USDA-NRCS-CESU	M1303378	Agreement	8/16/2013	Hand carried	9/3/2013	RMA	8/16/2013 JZ	Thomas Gerik
33	TCEQ	M1101064	Amendment No 4	8/21/2013	Hand carried	8/28/2013	RMA	8/21/2013 JZ	Brent Auvermann
34	USDA-NRCS-CESU	M1303419	Notice of Grant	8/20/2013	Hand carried	8/28/2013	LH	8/20/2013 JZ	Sam Feagley
35	USDA-FAS	M1300340	Agreement	8/19/2013	Hand carried		RMA	8/19/2013 JZ	Kevin Crosby
36	Tx Dept of Family & Protective	M1302540	Contract	8/21/2013	Hand carried	8/29/2013	RMA	8/21/2013 JZ	Stephen Green