Texas A&M AgriLife Contract Administration

AgriLife Contract Office

- Non-competitive proposal processing for industry and commodity sponsors
- Negotiation of all industry and commodity agreements
- Facility Leases and Land Use
- Hotel/Facility Use Agreements (if exceed $50K or facility rejects/changes addendum)
- Independent Contractor Agreements
- Material Transfer Agreements (MTA)
- Non-Disclosure/Confidentiality Agreements (NDA/CDA)
- Memorandums of Understanding / Memorandums of Agreement (non-funded)

Contacts

Director, Contracting Services
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Proposal Processing – Industry and Commodity Non-Competitive / AgriLife Contract Office Support
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Contracts - All Non-Sponsored, including: Leases, MTA, NDA, MOU, Independent Contractor, Facility Use, etc.
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Contracts – Industry and Commodity
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Maestro / Administrative Review of all Proposals & Projects
Tribbie Sandner | tdsandner@ag.tamu.edu | 979-458-4383

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**Sponsored Research Services**

- All competitive proposal submissions – A proposal that requires a response to a sponsor’s request for submission that is then reviewed by the sponsor before choosing to fund.
- Negotiation of federal, state, non-profit, etc.
- Post Award Project Management
  - Account setup
  - Oversight of project expenditures
  - Budget modifications
  - Sponsor billing
  - Project account receivables
  - Deliverable monitoring
  - Account close out

**AgriLife Management Team**

SRS Executive Director
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