Routing Academic Agreements

- **Service/Speaker/Participant/Entertainment Agreements and MOUs (26 grant accounts):**
  1) Consult Office of Sponsored Programs before drafting agreements
  2) Include Conflict of Interest Memo in Accordance with the Institutional Ethics Policy – *all contracts with UTSA employees require certification that cost presented in the agreement is less than any other known source and approval by the President*
    a) Office of Sponsored Programs (OSP) – *for post award review*
    b) Director or Department Chair (signature on agreement)
    c) Dean
    d) Provost (UTSA Faculty, VPAA Staff, or Non-US Entities only)
    e) Associate VP For Administration (AVPA) – *if over 5,000*
    f) Office of Sponsored Programs (OSP)

- **Service/Speaker/Participant/Entertainment Agreements and MOUs (Faculty and VPAA Staff):**
  1) Include Conflict of Interest Memo in Accordance with the Institutional Ethics Policy – *all contracts with UTSA employees require certification that cost presented in the agreement is less than any other known source and approval by the President*
    a) Director or Dept Chair (signature on agreement)
    b) Dean
    c) Provost (UTSA Faculty and VPAA Staff only)
    d) Associate VP for Administration (AVPA)

- **Service/Speaker/Participant/Entertainment Agreements and MOUs (Non-US):**
  1) Consult Office of International Programs before drafting agreements with Non-US Citizens/Entities
  2) Complete and attach approved Office of International Programs Form C
    a) Director or Dept Chair (signature on agreement)
    b) Dean
    c) Office of International Programs (OIP)
    d) Office of Research and Institutional Compliance (ORIC) – *if green card holder, do not route to ORIC*
    e) Provost
    f) Associate VP for Administration (AVPA)

- **Interagency Cooperation Contracts:**
  a) Director or Dept Chair
  b) Dean
  c) Provost (UTSA Faculty and VPAA Staff only)
  d) Associate VP for Administration (AVPA)

- **Educational Experience Affiliation and Program Agreements:**
  1) Print and attach Vendor Verification from Secretary of State (SOS) website [https://direct.sos.state.tx.us/acct/acct-login.asp](https://direct.sos.state.tx.us/acct/acct-login.asp)
    a) Dept Chair (signature on agreement)
    b) Dean
    c) Provost
    d) Associate VP for Administration (AVPA)