

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) Vice Provost for Academic and Faculty Support
 - Non-UTSA Faculty only – attach Faculty Qualifications form and SACS COC Faculty Qualifications Checklist (see VPAAFS website for forms)
 - Vice Provost for Academic and Faculty Support – Janice Kramer for SACS verification
 - d) Provost
 - e) 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>
 - a) Dept Chair (signature on agreement)
 - b) Dean
 - c) Provost
 - d) Associate VP for Administration (AVPA)