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 VPAFS 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)