Business Contracts Office
Agreement Routing Sheet

Contracting Party Information

☐ Consult Research Service Center (RSC) before drafting Agreements for Sponsored Research (Grant Funding)
☐ Consult Office of International Programs (OIP) before drafting Agreements for Non U.S. Citizens/Non U.S. Entities

Select one of the following Agreements: Service Agreement *If other, specify Agreement type:*_____

Is the Contracting Party a : UTSA Employee or Faculty ☐ Yes ☐ No
Criminal Background Check: Consult with Human Resources. See Contractor Guidelines
Is the Contracting Party a U.S. Citizen OR U.S. Lawful Permanent Resident (i.e., "Green Card" holder): ☐ Yes ☐ No

If no, Contracting Party is a citizen of what country? _____

Contract Information

Originating Department _____ Department Contact Name _____ Ext. _____

From: _____ To: _____
Term Dates (mm/dd/yyyy)

Amount (including expenses) _____

Funding Source: Project ID _____

Contracting Party Name _____

Funding Source Description _____

Description of Services:

Required Approvals for All Agreements

	Signature	Print Name	Date
Principal Investigator (PI): (Sponsored Research Funds only)			
Department Chair OR Director:			
College Dean OR Department AVP:			

Approvals to Obtain for a Party Who is Not a U.S. Citizen or U.S. Lawful Resident or Non-U.S. Entity

	Signature	Print Name	Date
OIP Executive Director:			
Office of Research Integrity (ORI):			

Approvals to Obtain for UTSA Employee/Faculty or Other Academic Related Agreements

	Signature	Print Name	Date
Vice Provost: (for Academic Affairs only)			
Provost/Exec Vice Provost OR Appropriate Vice President:			
☐ Southern Association for Colleges and Schools (SACS):			

☐ Conflict of Interest Memo Attached

Signature Approval

Once all approvals have been completed, submit agreement packet to either the Business Contracts Office or the appropriate Research Service Center (Sponsored Research funds only) for signature.