

The University of Texas Health Science Center at San Antonio

External Agreements

Matrix of Types, Approvals Required, Authorized Signatory, and Permanent File Location

Type of Agreement	Routing/Approvals Required	Authorized Signatory	Permanent File Maintenance
Grants for research, training or other sponsored activity (federal or non-federal)	PI/PD, Department Chair/Dean via COP	Associate Vice President for Research and Sponsored Programs	Office of Sponsored Programs
Contracts for research, training or other sponsored activity (federal or non-federal)	PI/PD, Department Chair/Dean via COP	Associate Vice President for Research and Sponsored Programs	Office of Sponsored Programs
Clinical Drug or Investigational Study Agreements from Private Sponsors	PI/PD, Department Chair/Dean via COP	Associate Vice President for Research and Sponsored Programs	Office of Sponsored Programs
Material Transfer Agreements (incoming and outgoing)	PI/PD	Associate Vice President for Research and Sponsored Programs	Office of Sponsored Programs
Intergovernmental Personnel Act (IPA) Agreements	PI/PD, Department Chair/Dean via COP	Associate Vice President for Research and Sponsored Programs	Office of Sponsored Programs
Clinical Services Agreements (Patient Care)	Department Chair/Dean, Legal Affairs	Executive Vice President for Business Affairs	Institutional imaging system managed by the Purchasing Department
License Agreement for Intellectual Property	Office of Technology Ventures/Legal Affairs	Executive Vice President for Business Affairs	Office of Technology Ventures

1. PI/PD means Principal Investigator, Project Director
2. Via COP means Certificate of Proposal authorization either at time of initial proposal or agreement execution.

Type of Agreement	Routing/Approvals Required	Authorized Signatory	Permanent File Maintenance
Gift Agreements from Private Individuals or Corporations	Development Office, Legal Affairs	Executive Vice President for Business Affairs	Development Office
Affiliation Agreements with Hospitals or Other Organizations	Department Chair/Dean, Legal Affairs	Executive Vice President for Business Affairs	Department or School
Equipment Loan or Donation Agreements	Department, Purchasing Department	Executive Vice President for Business Affairs	Institutional imaging system managed by the Purchasing Department
Teaming Agreements (for participation in federal/non-federal proposals which may result in award)	PI/PD	Associate Vice President for Research and Sponsored Programs	Office of Sponsored Programs
Lease Agreements	Purchasing Department, Legal Affairs	Executive Vice President for Business Affairs	Institutional imaging system managed by the Purchasing Department
Purchase Orders	Purchasing Department	Executive Vice President for Business Affairs	Institutional imaging system managed by the Purchasing Department
Software Licenses and Information Technology Agreements	Department, Purchasing Department, Legal Affairs	Executive Vice President for Business Affairs	Institutional imaging system managed by the Purchasing Department

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Business Associate Agreement (HIPAA)	Department, Legal Affairs	Executive Vice President for Business Affairs	Institutional imaging system managed by the Purchasing Department
Interagency Agreements (between State of Texas government entities)	Department, Legal Affairs	Executive Vice President for Business Affairs	Institutional imaging system managed by the Purchasing Department
Contracts for the purchase of Goods and/or Services	Department, Purchasing Department	Executive Vice President for Business Affairs	Institutional imaging system managed by the Purchasing Department
Construction Contracts	Office of Facilities Management, Legal Affairs	Executive Vice President for Business Affairs	Institutional imaging system managed by the Purchasing Department

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