

**2018 External Agreement Matrix**  
**Agreement Types, Approvals Required, Authorized Signatory, and Permanent File Location**

Type of Agreement	Routing/Approvals Required	Authorized Signatory	Permanent File Maintenance
Affiliation Agreements with Hospitals or Other Organizations	Department Chair/Dean, Legal Affairs	Vice President and Chief Financial Officer	Dean's Office with a copy to Sponsored Programs
Business Associate Agreement (HIPAA)	Purchasing Department	Vice President and Chief Financial Officer, SDSCM	Institutional imaging system managed by the Purchasing Department
Clinical Drug or Investigational Study Agreements from Private Sponsors	PI/PD, Department Chair via COP,OSP	Director, Office of Sponsored Programs	Office of Sponsored Programs
Clinical Services Agreements (Patient Care)	Department Chair/Dean, Legal Affairs	Vice President and Chief Financial Officer	Institutional imaging system managed by the Purchasing Department
Confidential Disclosure Agreements (CDA)	PI/PD,OSP	Director, Office of Sponsored Programs	Office of Sponsored Programs for all CDA's related to sponsored programs
	PI/PD, Office of Technology Commercialization	Assistant Vice President, Tech Commercialization	Office of Technology Commercialization for CDA's related to licensing and patents
	Department Chair/Dean, Legal Affairs	Legal Affairs	Office of Legal Affairs for all other CDA's
Construction Contracts	Purchasing Department, Legal Affairs	Vice President and Chief Financial Officer, SDSCM	Institutional imaging system managed by the Purchasing Department
Contracts for research, testing, training or other sponsored activity (federal or non-federal)	PI/PD, Department Chair via COP,OSP	Director, Office of Sponsored Programs	Office of Sponsored Programs

1. PI/PD: Principal Investigator/Project Director.
2. Via OSP Certificate of Proposal (COP): Authorization either at time of initial proposal or agreement submission.
3. SDSCM: Senior Director of Supply Chain Management.
4. ISO: Information Systems Office.

Type of Agreement	Routing/Approvals Required	Authorized Signatory	Permanent File Maintenance
Contracts for the purchase of Goods and/or Services	Department, Purchasing Department	Vice President and Chief Financial Officer, SDSCM	Institutional imaging system managed by the Purchasing Department
Data Use Agreements* (incoming and outgoing)	PI/PD, Department, Chair, OSP, IRB, and Research Compliance	Director, Office of Sponsored Programs	Office of Sponsored Programs
Equipment Lease Agreements	Purchasing Department, Legal Affairs	Vice President and Chief Financial Officer, SDSCM	Institutional imaging system managed by the Purchasing Department
Equipment Loan or Donation Agreements	Department, Purchasing Department, Legal Affairs	Vice President and Chief Financial Officer, SDSCM	Institutional imaging system managed by the Purchasing Department
Gift Agreements from Private Individuals or Corporations	Institutional Advancement, Legal Affairs	Vice President and Chief Financial Officer	Institutional Advancement
Grants for research, training or other sponsored activity (federal or non-federal)	PI/PD, Department Chair via COP,OSP	Director, Office of Sponsored Programs	Office of Sponsored Programs
Interagency Agreements (between State of Texas government entities)	Department, Legal Affairs	Vice President and Chief Financial Officer	Institutional imaging system managed by the Purchasing Department (for non-sponsored activities)
	PI/PD, Department, OSP	Director, Office of Sponsored Programs	OSP (for sponsored activities)
Intergovernmental Personnel Act (IPA) Agreements	PI/PD, Department Chair via COP, OSP	Director, Office of Sponsored Programs	Office of Sponsored Programs
License Agreement for Intellectual Property	Office of Technology Commercialization ,Legal Affairs	Assistant Vice President, Tech Commercialization and Chief Financial Officer	Office of Technology Commercialization

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Material Transfer Agreements (incoming and outgoing)	PI/PD,OSP	Director, Office of Sponsored Programs	Office of Sponsored Programs for all MTAs except outgoing industry
	PI/PD, Office of Technology Commercialization	Assistant Vice President, Tech Commercialization	Office of Technology Commercialization for outgoing industry MTAs
Purchase Orders	Purchasing Department	Vice President and Chief Financial Officer, SDSCM	Institutional imaging system managed by the Purchasing Department
Software Licenses and Information Technology Agreements	Department, Purchasing Department, Legal Affairs, Information Systems Office, Compliance	Vice President and Chief Financial Officer, SDSCM	Institutional imaging system managed by the Purchasing Department
Space Lease Agreements	Facility Space Planning and Real Estate, Legal Affairs	Vice President and Chief Financial Officer	Institutional imaging system managed by the Purchasing Department
Teaming Agreements (for participation in federal/non-federal proposals which may result in award)	PI/PD,OSP and Office of Technology Commercialization if IP is anticipated	Director, Office of Sponsored Programs, Assistant Vice President, Technology Commercialization	Office of Sponsored Programs

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