BUSINESS CONTRACT APPROVAL & REQUEST

To initiate the Contract Review process:

1. Complete all fields on this form,
   a) Mark fields that do not apply n/a;
2. Attach Statement of Work, contract and all applicable or referenced documents;
3. Submit this form with all attachments to OCA@utdallas.edu.

A. UTD Department or School Requesting:
   a. Department Name: ________________________________
   b. Department Contact:
      i. Name: ________________________________
      ii. Title: ________________________________
      iii. Telephone: __________________________
      iv. E-Mail Address: _______________________

B. Type of Contract:  Original ☐  Renewal ☐  Amendment ☐  Extension ☐  Other ☐

C. Description and Business Purpose of the Proposed Arrangement:

Phone: (972) 883-3586  Location: SP2 12.502
D. **Preferred Start Date:** ______________________________

E. **Preferred End Date or Duration:** ______________________________

F. **Desired Renewal/Extension Terms (if any):** ______________________________

G. **Funding Cost Center:** ______________________________

H. **Revenue Cost Center:** ______________________________

I. **Contract Value:**

   *Please provide a basic breakdown of Value indicated above (expenditure and/or revenue):*

   [Blank Box]

J. **Competitive Bids: (If Contract Expenditure >$15,000)**

   a. **If Contract expenditure is over $15,000, have other bids been obtained?**

      ☐ Yes – Please Attach Bids Summary (or Note RFP Number: ________________)

      ☐ No – Please summarize selection criteria below:

      [Blank Box]

K. **Contractor/Other Party:**

   a. **Will the contract work be performed by one or more (Check all that apply):**

      ☐ UT Dallas faculty or staff – currently or in the past 6 months, and/or

      ☐ Current faculty or staff at public Texas state University (e.g., A&M), and/or

      ☐ Visa holder(s) or nonresident alien(s) and/or

      ☐ Party(ies) subject to Conflict of Interest disclosure subject to UTDPP1100?

   **NOTE:** These considerations may require additional approval (see Attachment 1).

   Please note any context for applicable considerations below:

   [Blank Box]
b. Does the contract specify certain individual(s) to perform the contract work?
   ☐ Yes – Please note name(s) and title(s) below:

   [Redacted]

   ☐ No – No individuals are specified for contract work.

c. Is the Other Party (Payee or Payor) an active UTD Supplier in eProcurement?
   ☐ Yes: please specify:
      i. Supplier Name: ________________________________, and
      ii. eProcurement UTD Supplier Number: ________________.
   ☐ No/Unsure: please complete Other Party Information section below).

d. Other Party (Payee or Payor) Information (Not required for active UTD Suppliers):
   i. Address: _______________________________
      ______________________________________
   ii. Contact Person: _______________________
   iii. Title: ________________________________
   iv. Telephone: ____________________________
   v. e-Mail Address: _________________________
   vi. Verification:
      • Specify Contractor TIN: ________________, OR
      • Attach current Contractor W-9 Form.

L. Approval:
   Departments must approve cost and content of proposed arrangements, but should generally NOT sign contracts. Only delegated UTD officials may sign contracts binding UT Dallas; other signatories risk personal responsibility.

   a. Key Approver Names:
      i. Fiscal Officer (or Division Manager): ______________________________ 
      ii. Dean (or Division VP): _______________________________________
      iii. Other (Please Specify, if Known): ______________________________ 

   b. Approval Status:
      i. Is This Arrangement Understood and Approved by All Named Above?
         Yes ☐ - Submit this completed Form to oca@utdallas.edu.
         No ☐ - STOP and ensure full approvals before submitting this Form.

Form Submitted By:

Signature: ___________________________________________ Date: __________

Name: ________________________________________________

Title & Dept.: __________________________________________
<table>
<thead>
<tr>
<th>Nature of Arrangement</th>
<th>Review By</th>
<th>Approval Point of Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payments for consulting or professional services to a UTD employee</td>
<td></td>
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<tr>
<td>UTD employee representing an outside entity to UTD</td>
<td></td>
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<tr>
<td>Activity of a UTD Employee for the benefit of a Non-UTD party</td>
<td>Conflict of Interest and Commitment</td>
<td>Conor Wakeman – <a href="mailto:coi@utdallas.edu">coi@utdallas.edu</a></td>
</tr>
<tr>
<td>Activity of a UTD Faculty member for the benefit of a Non-UTD party</td>
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<tr>
<td>Conflict of interest or commitment situation for a UTD employee</td>
<td></td>
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<tr>
<td>Salary IAC agreements</td>
<td>Academic Affairs and Provost</td>
<td>Serenity King – <a href="mailto:serenity.king@utdallas.edu">serenity.king@utdallas.edu</a></td>
</tr>
<tr>
<td>Academic coursework or other commitments related to institutional accreditation</td>
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<td>Foreign Subcontractor, Collaborator, or Visiting Scholar</td>
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<td>Foreign entity or individual that may be sanctioned or embargoed by the US government</td>
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<tr>
<td>Use or further development of the other party’s confidential data in UTD research</td>
<td>Export Control</td>
<td>Conor Wakeman – <a href="mailto:exportcontrol@utdallas.edu">exportcontrol@utdallas.edu</a></td>
</tr>
<tr>
<td>Disclosure of UTD Controlled or Confidential Data to the other party</td>
<td></td>
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<tr>
<td>Transfer of export-controlled information, equipment, materials, or technology</td>
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<tr>
<td>Terms that grant the other party a right to review or approve publications or public dissemination of UTD research data or results</td>
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<tr>
<td>Terms that allow the other party to claim the results of UTD research activities as their confidential information</td>
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<tr>
<td>UTD network access</td>
<td>Information Security</td>
<td>Nate Howe – <a href="mailto:iso@utdallas.edu">iso@utdallas.edu</a></td>
</tr>
<tr>
<td>Human Subjects, Protected Health Information</td>
<td>Institutional Review Board</td>
<td>Amanda Boone – <a href="mailto:IRB@utdallas.edu">IRB@utdallas.edu</a></td>
</tr>
<tr>
<td>Partnership or exchange agreement with a foreign entity</td>
<td>International Education Development Committee</td>
<td>Rodolfo Hernandez – <a href="mailto:IPD@utdallas.edu">IPD@utdallas.edu</a></td>
</tr>
<tr>
<td>Animal Subjects</td>
<td>Laboratory Animal Research Center</td>
<td>Kathan McCallister – <a href="mailto:Kathan.mccallister@utdallas.edu">Kathan.mccallister@utdallas.edu</a></td>
</tr>
<tr>
<td>Hazardous Materials, Biological or Chemical Agents, Radioactive Materials</td>
<td>Research and Academic Safety</td>
<td>Shane Solis – <a href="mailto:shane.solis@utdallas.edu">shane.solis@utdallas.edu</a></td>
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<tr>
<td>Data Management Requirements</td>
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<tr>
<td>Service Agreements that generate data derived directly from Sponsor’s proprietary material, equipment or information</td>
<td>Research Information Systems</td>
<td>Michael Karich – <a href="mailto:datamanagement@utdallas.edu">datamanagement@utdallas.edu</a></td>
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<tr>
<td>Federally funded research</td>
<td>Sponsored Projects</td>
<td></td>
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<tr>
<td>Other agreements with the Department of Defense, Department of Energy, or NASA</td>
<td>Sponsored Projects, Export Control</td>
<td>Emily Lacy – <a href="mailto:osp@utdallas.edu">osp@utdallas.edu</a></td>
</tr>
<tr>
<td>Industry funded restricted research projects (not gift related)</td>
<td>Technology</td>
<td></td>
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<tr>
<td>Licensing or assignment of UTD owned Intellectual Property (IP)</td>
<td>Commercialization</td>
<td></td>
</tr>
<tr>
<td>Agreements to transfer UTD materials, data or equipment</td>
<td>Technology Commercialization, Sponsored Projects</td>
<td>Brian Scott – <a href="mailto:otc@utdallas.edu">otc@utdallas.edu</a></td>
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</tbody>
</table>