If facility agrees to use UTA template with no changes.

When your department needs an Affiliation Agreement, ask the Facility to use the UTA approved template found on the Legal Affairs website www.uta.edu/legalaffairs

If facility insists on using their own agreement or makes changes to a UTA approved template.

Send to Legal Affairs at contracts@uta.edu

Legal Affairs will review and make necessary changes

Legal Affairs will return a “redlined” (edited) copy to the requestor.

Requestor will forward the redlined copy to the facility.

If facility approves the redlined agreement.

Send back to Legal Affairs at contracts@uta.edu

Legal Affairs will double check the changes and stamp as approved

If the changes are acceptable Legal Affairs will approve the agreement

Legal Affairs will review and respond.

If the changes are not acceptable Legal Affairs will re-redline

Once and agreement is approved, Legal Affairs will return it to the requestor.

Requestor will send the approved Affiliation Agreement to Dr. Pranesh Aswath’s office. Janelle Herron facilitates all Affiliation Agreement signature requests. Please send the approved agreement to janelle.herron@uta.edu.

Janelle will return the signed agreements per the requestor’s instructions included in the email requesting signature. If no instructions are included in the email, the agreement will be returned by University mail.

Requestor is then responsible to follow up with the facility to make sure that the department receives a fully signed copy of the Affiliation Agreement. A copy with signatures of both UTA and the facility.

Once received the department will keep the fully signed copy in their department files for their records.