Draft Agreement and routing form are forwarded to Primary Contact/Project Director for 1st signature

Draft Agreement and routing form are forwarded to Department Chair for 2nd signature

Draft Agreement and routing form are forwarded to Dean or Unit Director for 3rd signature

If appropriate, the draft agreement and routing form should be forwarded to Office of Research Administration for signature approval.

If appropriate, the draft agreement and routing form should be forwarded to Office of Undergraduate Education for signature approval.

Draft Agreement and routing form are forwarded to Noah Kirksey in the Office of the Provost.

Draft Agreement and routing form are forwarded to University Council for review/signature approval.

Draft Agreement and routing form are forwarded to the Vice Provost for review/signature approval.

After all signatures have been obtained, the executed agreement with a copy of the routing form are sent back to the Primary Contact/Project Director listed on the routing form. Copies of the executed agreement with routing form are filed in the Office of the Provost.

Primary Contact/Project Director should forward a copy of the executed agreement to the appropriate school Dean's office to be filed.

Dean or Unit Director