

**FI0420 Appendix D: FI0420 Contract Signature Authority Request Form**

**To:** David Miller, CFO

**From:** Jean M. Mercer, Associate Vice Chancellor for Research Administration

**Date:** February 24, 2022

**RE:** Signature Authority for Proposal Documents

**Question 1:** Name of the person who will have contract signature authority if this request is approved by the CFO:

Name: David Smelser

Title: Director of Preaward Operations

**Question 2:** State the types of contracts for which the person may sign if this request is approved by the CFO:

Documents associated with proposals being submitted to external sponsors.

- Attestations that information in the proposal is accurate and correct
- Cost share obligation letters for the institution
- Any other sponsor specific documents required for the proposal submission

**Note:** Contract signature authority granted by this memo expires if the UT employee changes positions within UT or when their employment ends.

CBO approval:  AACC2AF7E26F45F...

CFO approval:  6BFFC85430B140D...