

FI0420 Appendix D: Contract Signature Authority Request Form

To: David Miller, CFO

From: Allen Bolton 

Date: 2/9/24

RE: Signature authority request for David Smelser

Question 1: Name of the person who will have contract signature authority if the CFO approves this request:

Name: David Smelser

Title: Director of Preaward Operations

Question 2: State the types of contracts for which the person may sign if the CFO approves this request: 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.

-For Department of Health and Human Services Proposal only, authority to act as a Signing Official as defined in eRACommons

-Any other sponsor specific documents required for the proposal submission.

Note: Contract signature authority granted by this memo (if approved) expires immediately if the UT employee named in this memo changes positions within UT, or when their employment ends, whichever is earlier.

CFO approval: _____



CC:

Tammie Cole

Blake Reagan