

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

**To:** David Miller, CFO

**From:** Paul Byrnes *PJB*

**Date:** 7/11/24

**RE:** Signature authority request for Marie Penn

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

Name: Marie Penn

Title: Interim Director, Preaward Operations

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

- 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.

*David L. Miller*

CFO approval: \_\_\_\_\_

CC:

Tammie Cole

Blake Reagan