Co-Sponsorships

A co-sponsorship is funding for a specific event or function, that is planned, hosted, and sponsored by an external organization or student group, where the University of Texas at Austin participates in the event and receives a benefit as well as recognition for the co-sponsorship. This form is to be used before processing a payment related to a co-sponsorship. This form should have the Dean's signature prior to the VP2 being submitted for approval. Additional information on Co-sponsorships can be found in HBP Part 9.1.10.

Forms

Two types of forms are used based on whether a 26-account or a non-26 account is used. Listed below are links to each form type. Please attach all backup documentation using the attach icon in DocuSign. If there are multiple accounts being used to fund the co-sponsorship, please include a breakdown of the amount each account will cover.

- Non-26 Accounts
  - COLA Co-Sponsorship Approval Form
  - COLA Co-Sponsorship Approval Form (Endowment)
- 26-Accounts
  - Co-Sponsorship Approval Form for Sponsored Projects

Fields for Non-26 Account Forms

Listed below are brief explanations regarding each field of the form. These fields should be filled out as fully as possible to ensure that reviewers are able to understand the event, who is hosting the event, how the funds will support the event, and ensure that the correct account(s)/account type is used to process the co-sponsorship payment.

Field 1: Please provide the name of the unit that is providing the funding for this co-sponsorship.

Field 2: Please provide the name of the unit or organization that will be receiving the funding of this co-sponsorship. This will allow our reviewers to more clearly understand this co-sponsorship request.

Field 3: Include information about what the event or function is and how funds will be used to support the event. If more context is required for the reviewers to better understand what this event is, you are welcome to attach a flyer or email chain that describes the event in more detail. If you have an invoice or estimate of the cost the co-sponsorship will cover, that may also be attached. If in doubt, please attach all information regarding this event or function so that the reviewers can get a clear picture as possible.

Field 4: List the date(s) of the event or function.

Field 5: Describe the benefit to the University for sponsoring the event or function and how University affiliated individuals will participate. List out the University affiliated individuals in this field. University affiliates include faculty, staff, and students. Please include as much information as possible when describing how these individuals will participate in the event or function. If more space is needed, you are welcome to upload additional attachments that provides further context.

Field 6: Indicate how the University will be recognized for contribution to the event (e.g., verbal recognition at opening or closing remarks of a talk or conference, written thanks in an acknowledgment section of a poster or report the event contributed to).

Field 7: Please provide the account number(s) that will be used to create the VP2. In this field you should include the account numbers(s) used to fund the event and, if necessary, cost-sharing plans or percentages between the accounts by uploading an attachment with this information.

Co-Sponsorships with Student Organizations

Knowing the difference between student organization types:
If the student group you are co-sponsoring uses an external bank account, they can reach out to Krista Hadavi or Lori Peterson to get more information on how best to receive their co-sponsorship funds.