Co-Sponsorship Process


- Unit staff compiles documentation:
  - Cover page from the payment voucher.
  - Invoice or letter requesting funds.
  - Verify that all information matches the form and payment voucher.
  - Verify that the amounts add up to at least the amount of the co-sponsorship.
  - Copy of the conference program, advertising, or other printed materials showing how the University received recognition for the sponsorship.
  - This can include the UT Austin, college, or program logo.
  - It may also include presentations given by UT Austin students or employees.

- Unit staff submits the completed, signed form and documentation as a single PDF to COEApprovals@austin.utexas.edu.

- Dean’s Office staff works with unit staff to resolve any inconsistencies or missing information.

- Dean’s Office staff returns the approved form via email to unit staff.

- If the co-sponsorship uses grant funds, unit staff must also complete the Co-Sponsorship Approval Form for Sponsored Projects. This is a separate process and does not require Dean’s Office approval.

See also the Handbook of Business Procedures 9.1.10 "Co-Sponsorships": https://financials.utexas.edu/hbp/part-9/1-10-co-sponsorships.