Co-Sponsorship Process

- Unit staff completes the Co-Sponsorship Approval Form.

- Unit staff compiles documentation:
  - Cover page from the payment voucher.
    - Verify that the account is appropriate and has adequate funds.
  - Invoice or letter requesting funds.
    - Verify that all information matches the form and payment voucher.
  - Documentation of how the funds will be used.
    - This can include purchase orders, catering orders, invoices, and receipts.
    - 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 form and documentation to the chair, center director, or Associate Dean for signature.
  - The chair must sign for research centers that report to departments.
  - Digital and manual signatures are accepted.
  - Do not sign on the “Authorized Signer” line; that is only for the Dean’s signature. Instead, sign in the white space at the bottom right of the form.

- 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”.