

## The University of Tennessee, Knoxville Contract Routing

The information below is intended to provide guidance to departments on the Knoxville Campus regarding where contracts should be routed. As detailed below, contracts should be routed to the Office of Sponsored Programs or the Knoxville Campus Contract Office. Please note that departments must enter contracts routed through the Knoxville Campus Contract Office in IRIS. For those contracts that go through the Office of Sponsored Programs, that office will enter the contracts into TERA-PAMS once they have been negotiated.

If you have any questions, please contact:

**Knoxville Campus Contract Office:**

Monica Long  
[mbennet1@utk.edu](mailto:mbennet1@utk.edu)  
865/974-3801

**Office of Sponsored Programs:**

Theresa Sears, Assistant Director  
[tsears@utk.edu](mailto:tsears@utk.edu)  
865/974-8394 or 865/974-3466

**Definitions:**

Contract: A contract is any agreement between the University and another party that creates an obligation, right, or liability. An agreement may be a binding contract even though one party provides something of value to the other party at no charge. Note: the use of the word “contract” includes both original contracts and contract amendments.

Sponsored Program: A sponsored program is defined as any externally funded research or scholarly activity that has a defined scope of work and/or set of objectives, which provides a basis for sponsor expectations. The sponsored program will require some use of university resources and the sponsor will receive some benefit (which could range from a single technical and financial report through extensive material benefits).

Examples of University contracts include, but are not limited to, the following types of agreements: affiliation agreements; agreements for the purchase, lease, or rental of goods or services; agreements for the use of the University’s name, logo, or resources; agreements regarding use of intellectual property; agreements with hotels, convention centers, or other facilities; athletic agreements; banquet event orders; catering agreements; click-through terms and conditions (also known as shrink-wrap, click-wrap, online, or electronic terms and conditions, terms of use, or licenses); clinical service agreements; deeds; gift agreements not related to a University Foundation; instructional agreements; liability waivers; material transfer agreements (also known as MTAs); memoranda of agreement (also known as MOAs); memorandum of understanding (also known as an MOUs); nondisclosure agreements (also known as confidentiality agreements, NDAs, or CDAs); settlement agreements; software license agreements; subscription agreements; term sheets; and terms and conditions.

**Contracts to be submitted to the Office of Sponsored Programs (1534 White Ave.):**

- Material Transfer Agreements for incoming material
  - Note: Material Transfer Agreements for outgoing material should be sent to the UT Research Foundation (“UTRF”)
- Subawards (which includes subcontracts)

- Joint Faculty (not including dual services contracts with State of Tennessee agencies/Tennessee Board of Regents institutions).
- Sponsored Programs
- Grants

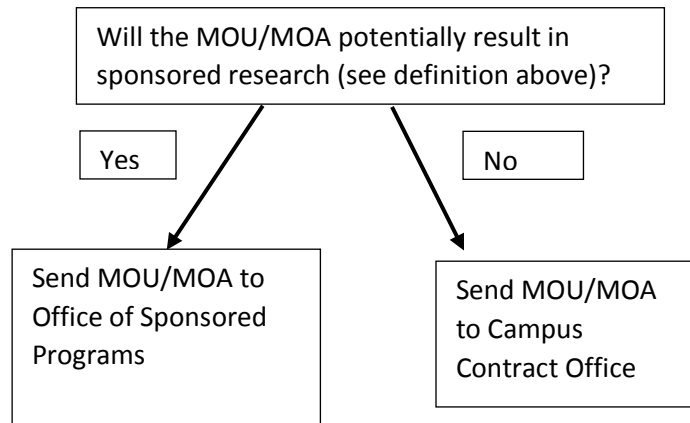
**Contracts to be submitted to the Knoxville Campus Contract Office (427 Andy Holt Tower):**

- Contracts requiring the University to pay funds to another party (the only exception is sponsored program subawards)
- Software licensing agreements (including both no-cost and payable software licenses)
- Click-through software terms and conditions
- Contracts where UTK is receiving money due to ad sales on WUOT; rental of UTK facility to a third party; etc.
- Dual services agreements with the State of Tennessee/Tennessee Board of Regents.

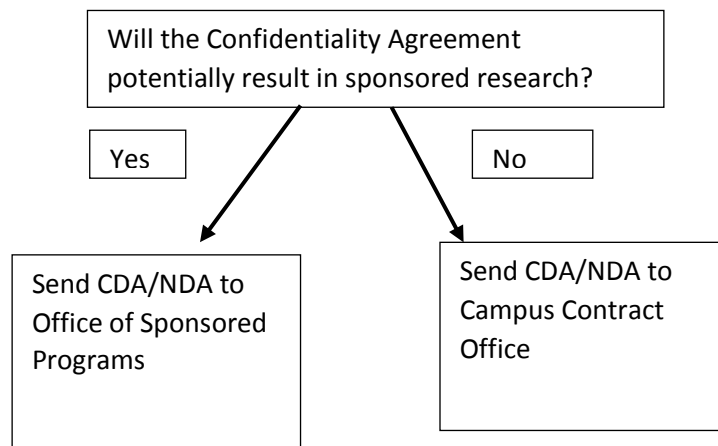
This list is not all inclusive.

**Please see below for further guidance on other types of contracts:**

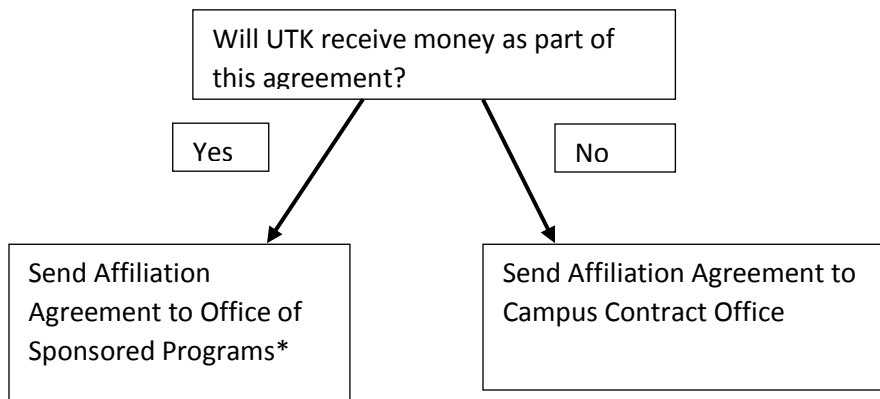
Memoranda of Understanding/Memoranda of Agreement:



Confidentiality Agreements/Confidential Disclosure Agreements/Non-Disclosure Agreements:



Affiliation Agreements: An Affiliation Agreement is a contract between the university and a facility where university departments want to send university students for course-related and graduate required off-campus fieldwork experience (internship or externship).



\*The Office of Sponsored Programs will consult with the Campus Contract Office regarding any business concerns, as appropriate.

Contracts that involve banking, bank accounts, etc.

- All contracts involving banking, bank accounts, etc. should be routed to the Knoxville Campus Business Office, which will consult with the Office of the Treasurer.

Contracts with foreign entities:

- All contracts with foreign entities are first routed to the Office of Sponsored Programs or the Knoxville Campus Contract Office, following the guidance above. After review by either the Office of Sponsored Programs or the Campus Contract Office, either office will send the contract to the University System Contract Office for review and, if needed, revisions. Contracts with foreign entities are considered “non-delegated” under Fiscal Policy FI0420, the University System Contract Office will forward the document to the Office of General Counsel for review and final approval

Intellectual Property:

- Contracts involving the sale, licensing, or other use of University-owned trademarks (such as the UTK Athletics “Power T”) are first sent to the Knoxville Campus Contract Office following the process outlined above.
- Sponsored Programs contracts that contain intellectual property language are sent to the Office of Sponsored Programs. As needed, the Office of Sponsored Programs will consult with the UT Research Foundation.

For additional information, please see Fiscal Policies FI0205; FI0230; FI0320; and FI0420. For questions about FI0320 or FI0420, please contact Blake Reagan, Director of Contracts Administration at [breagan@tennessee.edu](mailto:breagan@tennessee.edu)