

Procedures for GRANT Contract/Agreements:

1. All OSP Contracts/Agreements must have a corresponding **approved Internal Grant Approval Form** (FINANCE-312) on file prior to execution of any contract/agreement.
2. Send your contract/agreement, supporting emails and documents to OSP@uada.edu.
3. Please include the name of the contact person for the Sponsor, their email address and phone number with a brief description of item(s).
4. If your contract requires legal review, we will forward it to legal counsel. You will be asked to complete and sign a Legal Review Form.
5. Once your contract has been approved and fully executed, a copy will be sent to you.
6. Please NOTE – our correct legal name is:

**Board of Trustees of the University of Arkansas acting for and on behalf of
the University of Arkansas System, Division of Agriculture**