

Procedures for GRANT Contract/Agreements

1. All OSP Contracts/Agreements must have a corresponding **approved Streamlyne Proposal (with Institutional Proposal Number)** 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.
[Link to 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: **The Board of Trustees of the University of Arkansas acting for and on behalf of the Division of Agriculture of the University of Arkansas**