

FI0420 Appendix D: Contract Signature Authority Request Form

To: David Miller, CFO

From: Paul Byrnes, Sr Vice Chancellor F&A

Date: 5/30/25

Initial
PJB

RE: Signature authority request for Chelsea Inman.

Question 1: Name of the person who will have contract signature authority if the CFO approves this request:

Name: Chelsea Inman

Title: Director, Grants and Contracts, Division of Research Administration

Question 2: State the types of contracts for which the person may sign if the CFO approves this request: Contracts and associated documents for sponsored projects by external sponsors:

- Contracts accepting UTK's obligation to perform a sponsored project (funded and non-funded)
- Material Transfer Agreements
- Teaming agreements with external organizations to pursue external funding opportunities
- Non-disclosure Agreements / Confidentiality Disclosure Agreements

Note: Contract signature authority granted by this memo (if approved) expires immediately if the UT employee named in this memo changes positions within UT, or when their employment ends, whichever is earlier.

CFO approval: _____



CC:

Tammie Cole

Blake Reagan