

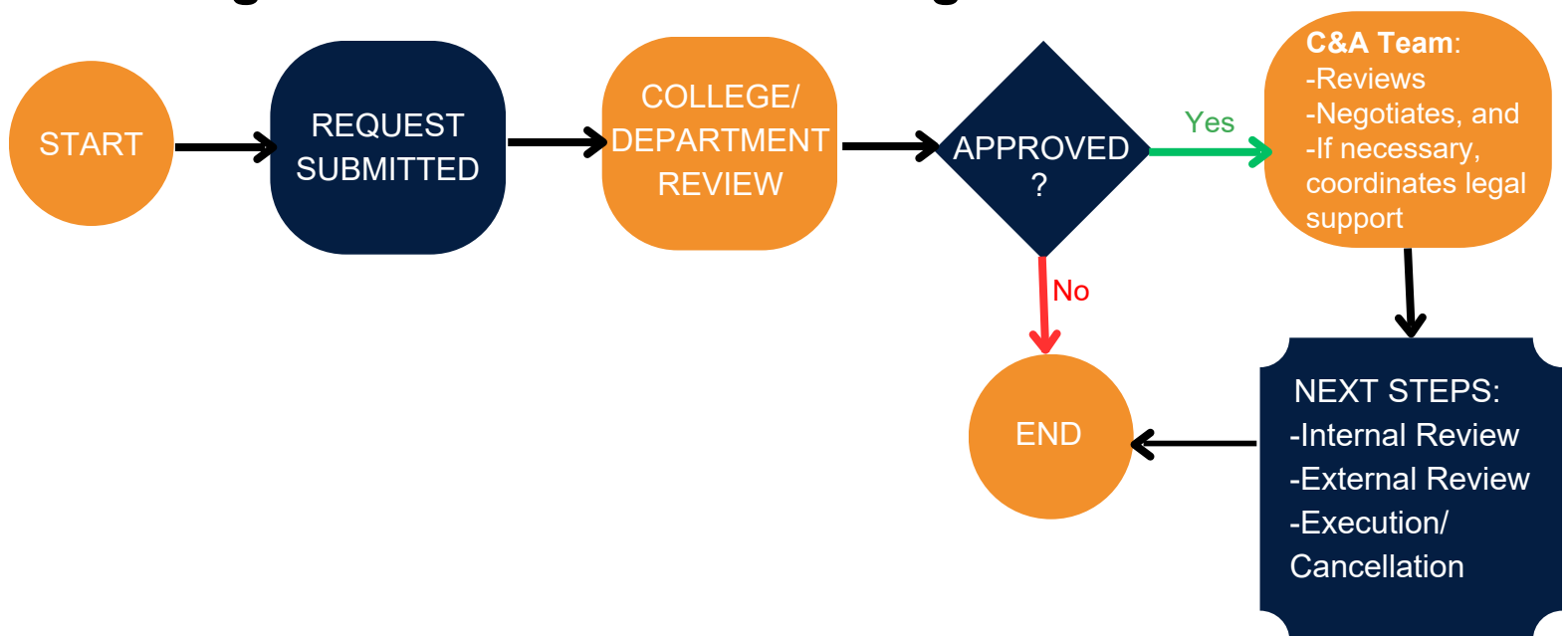


Office of Sponsored Projects Contracts & Agreements

The Contracts & Agreements (C&A) Team reviews and manages contracts and agreements for sponsored research and other research-related collaborations between UTEP and external partners. The team ensures compliance with University and sponsor policies, protects UTEP's interests, and supports research and innovation while minimizing institutional risk. When legal review or specialized input is needed, the team works closely with UTEP's Office of Legal Affairs to ensure timely and accurate execution.

UTEP uses DocuSign as the CLM (Contract Lifecycle Management) tool to manage, review, and process all agreements across the University. Through DocuSign CLM, users can submit new contract requests, create internal templates, or upload external agreements for review.

Agreement Review & DocuSign CLM Workflow



Access UTEP's CLM



DocuSign CLM Benefits:

1. Automated workflow to route contracts through the proper approval process
2. Transparency for campus users to track workflow and status
3. Eliminates paper and email-based requests and forms
4. Sends contract expiration notifications to support timely renewals
5. Maintains a university-wide repository of all agreements

Get in Touch!

agreements@utep.edu | mta@utep.edu