



# CONTRACTS & AGREEMENTS

OSP@utep.edu  
Kelly Hall, 6th Floor



## What do we do in Contracts & Agreements?

The Contracts & Agreements team supports the research enterprise by reviewing, negotiating, and managing a wide range of agreements. This includes contracts and grants for funded research, as well as non-funded research-related agreements with external collaborators, institutions, and sponsors.

## What Are Contracts & Agreements?

Contracts and Agreements are legally binding documents that define the terms of collaboration between UTEP and external parties. They outline responsibilities, protect the interests of all parties involved, and ensure compliance with institutional, legal, and sponsor requirements.

## How Are Agreements Managed?

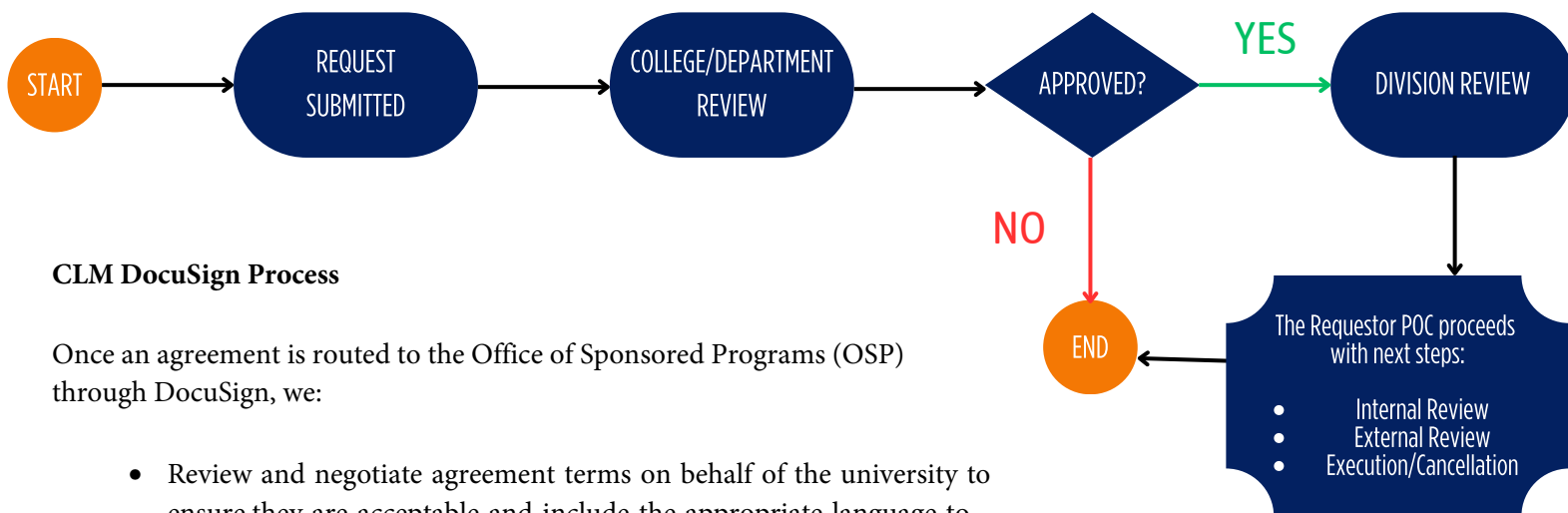
UTEP uses DocuSign CLM (Contract Lifecycle Management) to centrally manage all agreements across the institution. This platform streamlines the review, approval, and tracking process, ensuring transparency, efficiency, and compliance at every stage of the agreement lifecycle.

### Access DocuSign CLM



1. Automated workflow to route contracts through the appropriate approval process
2. Transparency for campus users regarding workflow and status
3. Elimination of paper or email requests and forms
4. Contract expiration notifications to improve contract renewal management
5. University-wide contract repository

## Routing Process



### CLM DocuSign Process

Once an agreement is routed to the Office of Sponsored Programs (OSP) through DocuSign, we:

- Review and negotiate agreement terms on behalf of the university to ensure they are acceptable and include the appropriate language to protect UTEP's interests.
- We also ensure compliance with UT System rules and coordinate with legal offices when needed to provide full legal protection.

## Connect with us!

[ospclm@utep.edu](mailto:ospclm@utep.edu) | [mta@utep.edu](mailto:mta@utep.edu) | [Kelly Hall, 6<sup>th</sup> Floor](#)