Salary Reimbursement Checklist

Negotiation/Internal Approvals

☐ Send draft Salary Reimbursement Agreement, budget, and sponsor contact information to your assigned specialist
  o Specialist assignments can be found here: http://go.uth.edu/PreAwardcontacts
  o Contracts Specialist will negotiate the terms of the SRA directly with the sponsor. Send these items to your Contracts Specialist upon receipt so that negotiations can begin as soon as possible

☐ Prepare Review & Approval Form (http://go.uth.edu/PreAward_RAForm)
  o Ensure all fields are completed
  o Route for signature by Principal Investigator AND Department Chair or DMO
  o Send fully signed and completed Review & Approval form to Contracts Specialist

Execution

Contracts will send agreement to PI for “Read and Understood” concurrence once an agreement has been finalized between Contracts and the collaborator. Contracts will then send the agreement to the collaborator for signature, and a copy of the fully executed agreement will be sent to the department and PI for their records once completed.

Salary Reimbursement for Outside Employees

Negotiation/Internal Approvals

☐ Initiate Salary Reimbursement Agreement by sending collaborator budget, scope of work, and collaborator contact to your assigned specialist
  o Specialist assignments can be found here: http://go.uth.edu/PreAwardcontacts
  o Contracts will draft the terms of the SRA directly with the collaborator
  o Send these items to your Contracts Specialist upon receipt so that negotiations can begin as soon as possible

Execution

Contracts will send agreement to PI for “Read and Understood” concurrence once an agreement has been finalized between Contracts and the collaborator. Contracts will then send the agreement to the collaborator for signature, and a copy of the fully executed agreement will be sent to the department and PI for their records once completed.

The Checklist serves as a basic guide to assist in the preparation of submissions. This checklist is not a substitute for Departmental review. All forms must comply with agency guidelines and UTHealth policy. Checklists are NOT required to be submitted with F&A Packets, but when completed correctly they frequently facilitate the review process.