**UT SYSTEM RESEARCH TRANSMITTAL FORM E**

**RENEWAL OR EXTENSION OF PREVIOUSLY APPROVED RESEARCH AGREEMENT
(CONTINUING THE SAME OR RELATED RESEARCH)**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Institution’s President [or insert name of Approved Designee]

Title

Name of Institution

Address of Institution

City, Texas Zip Code

RE: [Insert name of Agreement] with [insert name of other party or parties] (“Agreement”)

 Investigator: [insert name of Investigator]

Dear President \_\_\_\_\_\_\_\_\_\_\_ [or insert name and title, if applicable, of Approved Designee]:

We request your approval of the above-referenced proposed Agreement, attached for your convenience. A description of the project is as follows:

1. Title of Project:
2. Principal Investigator(s):
3. Description of Project:
4. Amount of Sponsorship:
5. Term of Agreement:

The Agreement is a renewal or extension of the [insert name of original agreement], executed on [insert date of original agreement and insert name and date of any prior renewals or extensions].

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Insert Contract Administrator’s Name]

[Insert title]

Attachments:

1) Copy of Agreement

[If applicable, insert] 2) Copy of all attachments to Agreement

**APPROVED**

I hereby approve the Agreement and all attachments, if any.

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President [or insert title of Approved Designee]

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_