**UT SYSTEM LICENSE TRANSMITTAL FORM L**

**REQUEST FOR INSTITUTIONAL REVIEW AND APPROVAL**

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]:

Please review the above-referenced proposed [insert “License” or “Option”] Agreement, attached for your convenience.

I have reviewed the proposed Agreement, using the Office of General Counsel’s License Checklist:

* It has been revised and conformed to the Office of General Counsel's License Checklist recommendations;

OR

* It deviates in the following respects from the recommendations of the Office of General Counsel's License Checklist; however, extenuating circumstances justify acceptance even though the Agreement fails to meet normal expectations.

[In the event of any deviations from the recommendations of the OGC License Checklist, insert the following and list all deviations.]

The deviations from the recommendations of the Office of General Counsel’s License Checklist are as follows:

[LIST ALL DEVIATIONS]

1. [insert deviation]
2. [insert deviation]
3. [insert deviation]

[ETC.]

Explanations regarding the above-listed deviations are as follows:

1. [insert explanation]
2. [insert explanation]
3. [insert explanation]

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_