

SOM Research Forms Requiring Dean's Signature

- I. Documents and forms that are sent directly to the Dean and/or her staff will be delayed in processing. In order to minimize processing delays, forms that require the Dean's signature must be routed to SOM Office of Research (SOMOR).

- II. Documents that require the Dean's Signature include, but are not limited to:
 - a. Special Individual Agreements (SIA)
 - b. Informed Participation Agreement (IPA)
 - c. Grant Agreement
 - d. Royalty Sharing
 - e. PI Exception Form
 - f. Material Transfer Agreement (MTA)
 - g. Global Affairs Seed Grants – Application is processed by SOMOR
 - h. Letters of Support

- III. All documents and forms that require the Dean's signature should be emailed to SOM Office of Research (SOMOR) somor@ucdavis.edu with the subject line "Dean's Signature request"

- IV. Timeline:
 - a. Documents requiring Dean's signature will be processed in 2-3 business days
 - b. Letters not requesting financial support will be processed in 7-10 business days
 - c. Letters requesting financial support will be processed in 3-4 weeks