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