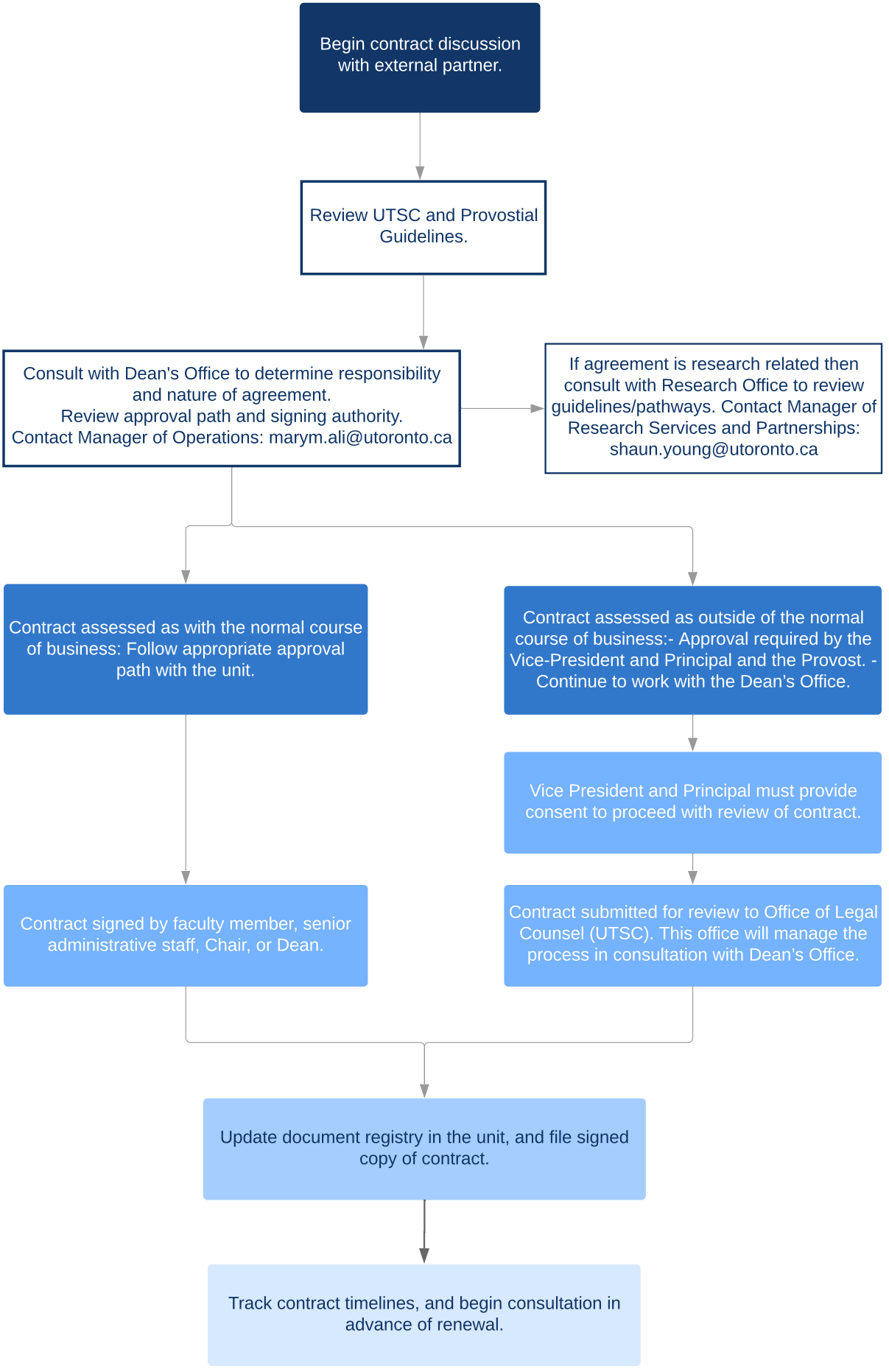UTSC Guideline on Approval and Signing Authority for Academic Contracts and Agreements