

SPA's Procedure for Processing (non-clinical/pharmaceutical) Contracts:

- 1) **Before the Contract Officer* can begin a review**, the Administrator and/or PI must enter a complete proposal into Evisions and route for approval. A complete proposal consists of a PI certified eProp submission as well as the following attachments: (1) the contract/agreement, (2) an affirmation memo signed by the PI, (3) the negotiated and sponsor approved budget (if not attached to the contract), (4) the completed contract checklist, and (5) any misc. information needed to process the contract (e.g. sponsor contact information). The SPA Contracts Team reviews **all** proposals entered into Evisions to determine if there is a contract associated. If there **is not** a contract, "Timothy Foley" will be selected as the Contract Specialist in Evisions and the appropriate Grant and Contract Officer should proceed with their normal course of review. If there **is** an associated contract, the proposal will move to Step 2.
- 2) Once received via Evisions, **not via email**, the Contract Officer will be selected as the Contract Specialist in Evisions, review the complete proposal, and begin the negotiation process. The Contract Officer will then establish a negotiation in the COEUS Contracts module to enable the Administrator and/or PI to track the contract negotiation via Researcher's Dashboard. The contract and affirmation memo will be sent to the Office of General Counsel (OGC) within 3 business days (if necessary).

Note: If a proposal was submitted **without** a contract, but a contract is received by the Grant and Contract Officer at the time of award, the Grant and Contract Officer should notify the Contracts Team as soon as possible, by way of Patty Yuhas Kieleszewski or the appropriate Contract Officer (if known), so that the Contract Officer can proceed with contract negotiations.

- a) If the contract comes back **NOT APPROVED** by OGC:
 - i) The Contract Officer will handle all contract negotiations. The Contract Officer will email the sponsor with the requested changes. The PI and/or Administrator will be copied on the correspondence with the sponsor as appropriate.
 - ii) Once the Contract Officer receives a response to the requested changes from the sponsor, the Contract Officer will review the contract, get input from the PI or Administrator if necessary, and return the updated contract to OGC for review. If the contract has further requested changes, the Contract Officer will continue the negotiation process until a mutually agreed upon contract is confirmed, resulting in a fully executed approved contract.
- b) If the contract comes back **APPROVED** by OGC or is **previously approved** by OGC:
 - i) The Contract Officer will request and obtain the necessary signatures and return the contract to the sponsor.
- 3) Once the contract is fully-executed and IRB or IACUC approval has been received by the Contract Officer (if necessary), the contract and relevant documents will be turned over to the Grant and Contract Officer for index establishment.
- 4) The index number and fully executed contract will be available on Researcher's Dashboard.

*Note: "Contract Officer" is the Grant/Contract Officer on the Contract's Team, it is referred to as "Contract Officer" here for clarity purposes.