**Agreements Workflow Between Central Office and Downstate or ESF**

* In the Pre-submission State:
  + Agreements received by Central Office will be forwarded/emailed to Campus for input.
  + Campus Pre-award Office enters agreement.
  + Agreement Naming Convention: PI Last Name, Sponsor, sponsor’s agreement number, if known.
  + Once complete, the action Submit will be pressed. Agreement number will be assigned: 3 digit campus code, 3 digit agreement type and 8 digit sequential number.

**IMPORTANT:** When the Submitted By field lists a person authorized to process agreements on behalf of the campus, Central Office assumes that Campus Approval for that agreement has been given.

* In the Unassigned State:
  + Campus reviewer/manager will assign the Agreement to appropriate staff.
* In the In Review State:
  + Campus owner may “Request Clarification” which will go back to the person in the Submitted by field. Originator will Submit Clarifications
  + Campus owner will route for additional reviews using Manage Ancillary Reviews.
  + Once all campus reviews are complete, Campus owner will assign owner to CO Award Establishment staff.
  + Award Establishment staff reviews the agreement and fills out a Contract Review sheet.
  + Award Establishment staff may “Request Clarification” which will go back to the person in the Submitted by field. Campus staff will Submit Clarifications
  + Once Award Establishment staff has completed initial review, a Contract and Grants Administrator will be assigned as Owner.
  + Contracts and Grants Administrator may request additional reviews (e.g. Central Office Legal or Central Office Compliance). These will be listed under Log Correspondence.
  + Contracts and Grants Administrator will negotiate with sponsor and Finalize Language
  + Contracts and Grants Administrator may also Request Clarification or Manage Ancillary Reviews.
* In the Signing State:
  + Once Agreement is partially signed, ownership will be transferred back to Award Establishment staff for completion to Active State and set up of award, if applicable.