**Agreements Workflow Between Centralized Campuses and Central Office**

* In the Pre-submission State:
  + - Agreements received at 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 the Campus Pre-award Office is satisfied that internal reviews are 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:
  + - Central Office contact will assign the Agreement to Award Establishment staff.
* In the In Review State:
  + - 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 may also Request Clarification or Manage Ancillary Reviews.
    - Contracts and Grants Administrator will negotiate with sponsor and Approve Language. Approve Language smartform requests type of signature and effective dates of agreement.
* In the Signing State:
  + - Once Agreement is partially signed, ownership will be transferred back to Award Establishment staff.
    - Agreement will be then be Sent Out for Signature. (Note: the action “Route for Signature” is for internal routing.
    - Once signed agreement is received, it should be uploaded so that we have a fully executed in PACS.
    - Convert to PDF
    - Activate