

CONFIDENTIAL

Salt Lake Community College
Office of Sponsored Projects
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PR:5.0
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Reviewing and Routing a Project Contract

Review Dates:	_____	_____	_____	_____	_____	_____
Revision Dates:	_____	_____	_____	_____	_____	_____
Obsolete Date:	_____	Made Obsolete By (initials): _____				
Approved By:	_____					_____
	OSP Director/Designee					Date

PURPOSE, SCOPE, AND PRINCIPLE:

The purpose of this Standard Operating Procedure (SOP) is to explain the process of reviewing and routing a project contract. This applies only to NEW awards accompanied by a contract requiring signature by Salt Lake Community College (SLCC); it does *not* apply to new awards that involve only a notice of award (NOA), subawards issued to SLCC (see SOP PO 5.0), or revised applications that requires a signature. This SOP begins at the time a contract is identified (see SOP PR:4).

The steps listed for Risk Management (RM), Business Office (BOF), and the Principal Investigator (PI) are listed only to provide clarification to Office of Sponsored Projects (OSP) personnel as to what steps may need to be taken by each group. OSP is not responsible to ensure the steps listed for these groups are followed. RM and BOF may have intradepartmental procedures they follow and adhere to. The process for contract routing is an approved RM procedure.

For the purposes of this SOP, sponsor refers to the entity issuing a contract to SLCC.

RESPONSIBILITIES:

A. OSP Personnel, Award Transition

1. Ensure the PI has a copy of the contract and has reviewed it
2. Review the contract and all attachments
3. If changes to the contract are needed, negotiate changes with the sponsor
4. Route the contract through RM, unless the PI requests to do so
5. Properly file completed contracts and routing sheets

B. OSP Director/Designee

1. Review and approve completed contract

C. PI

1. Read all documents associated with the NOA
2. Determine if programmatic changes to the contract are needed
3. Work with OSP Personnel to determine who should route the contract through the contract review process
4. Route the contract through RM, if applicable

D. RM

1. Review the contract once the routing sheet has been received; this includes working through OSP to negotiate contract changes with the contractor if needed
2. Return the contract and routing sheet to OSP/PI once review is complete

E. BOF Assigned Grant Accountant

1. Reviews the project budget

DOCUMENTS/RESOURCES NEEDED:

OSP Contract Routing Sheet (shared drive/SOP DOCUMENTS/Forms/Active)

OSP Contract Routing Working Instructions (shared drive/SOP DOCUMENTS/Working Instructions)

Contract Routing Cover Sheet (<http://www.slcc.edu/eeo/services/contract-review.aspx>)

Contract Routing Procedure (<http://www.slcc.edu/eeo/services/contract-review.aspx>)

DEFINITIONS:

Contract Routing Procedure: the “standard” contract routing procedure; RM is the owner of this procedure

PROCEDURE:

A. OSP Personnel, Award Transition

1. Review all award documents (including but not limited to the contract, application, etc.)
 - a. Identify the regulations that are applicable to the award
 - b. Review regulations that are specifically referenced in the contract
 - 1) Ensure that the programmatic and compliance elements are not in conflict with each other
 - 2) Determine how new regulations or changes to previous regulations affect project administration
 - 3) Review programmatic aspects of the contract for potential conflicts with SLCC policies and procedures
 - c. Ensure that the contract contains at least the following elements, and that they are accurate:
 - 1) Timeframe (contract/project period)
 - 2) Contact information for contract parties
 - 3) Total contract amount
 - 4) Attachments are included as indicated in the contract
 - 5) Reimbursement and reporting procedures
2. Work with the PI to determine if changes to the contract are needed
3. If changes are needed as identified in steps A1 and A2, negotiate changes with the sponsor
 - a. Incorporate changes or have sponsor send revised contract

Note: If the sponsor contacts the PI directly to make changes to the application or contract, the PI should refer them to OSP to negotiate the contract. Henceforth, contract content is not final until OSP has reviewed the contract, and it has gone through the RM review.
4. Route the contract through RM unless the PI requests to do so
5. Work with Assigned Grant Accountant (or Grant Accounting Personnel) to review the project budget
6. If OSP is routing the contract, perform the following:
 - a. Prepare the “OSP Contract Routing Sheet”
 - 1) Follow the approved process for OSP contract routing as outlined in the OSP Contract Routing Working Instructions
 - 2) This process includes making all changes requested and/or additional negotiations with the sponsor, and working closely with the PI to ensure they approve any programmatic changes
7. Once the contract has been approved by RM and the contract routing sheet has been completed, deliver the contract to the OSP Director/Designee for review and signature
 - a. Include a copy of the routing sheet; the OSP Director will not sign the contract unless the routing sheet has been completed
8. Send the signed contract to the sponsor, and, if not known, request to know when to expect the fully-executed copy
 - a. Determine the correct number of originals or copies to send to the sponsor (the sponsor will specify if they require more than one copy); also determine what other documentation, as specified by the

sponsor, needs to be sent with the contract.

- b. If sending a physical copy (original)
 - 1) Scan a copy of the contract and save it in the electronic OSP project file (see GP:7 for applicable location)
 - 2) Place the physical copy of the completed contract in physical OSP project file
 - 3) Send contract via certified mail unless the sponsor requires otherwise
 - a) Put a copy of the certified mail label in the "Shipping Binder" located in the OSP storage closet
 - c. If sending electronically
 - 1) Copy the PI on the electronic submission
 - 2) Save the electronic file in the applicable location of the OSP project file (see GP:7 for folder location)
 - 3) Save original physical copy or make a copy of the contract and place it in the physical OSP project file
9. Follow-up with the sponsor or PI as necessary until fully-executed copy has been procured
 10. File fully-executed copy in the OSP project file
 - a. Ensure copy is present in both the electronic and physical OSP project files
 11. Alert the assigned Grant Accountant and post-award OSP Personnel, if applicable, that the contract has been fully executed
 12. Send the PI a copy of the contract
 13. Ensure all steps of the contract routing procedure (the OSP procedure or the "standard" procedure) have been completed then proceed with the remaining steps listed in PR:4

B. PI

1. Review contract
 - a. Ensure all programmatic elements can be performed as indicated in the contract
 - b. Provide the Statement of Work (SOW) and other attachments for the contract, if applicable
 - c. Make changes to the SOW as required by the sponsor
2. If contacted directly by the sponsor, refer them to OSP to negotiate the contract
3. If PI requests to route the contract, perform the following:
 - 1) Using "Contract Routing Cover Sheet", route grant contract per RM's procedure
 - 2) Provide the reviewed contract and completed routing sheet to OSP for signature

C. RM

1. Upon receipt of the applicable contract routing sheet and contract follow the applicable contract routing procedure
2. Return the approved contract and completed routing sheet to PI/OSP once review is complete

REFERENCES: N/A