Role of Fiscal and Audit Services (FAS)
Point of contact for UW Bothell campus procurement and non-procurement contracts except for research contracts.

Role of Office of Sponsored Programs (OSP)
Point of contact for UW Bothell campus research contracts.

Contracts and Agreements
Contracts, agreements, or other instruments with specific terms and conditions between two or more persons or entities to which the signing parties agree or submit. May include memorandums of understanding, local purchase contracts; equipment maintenance/service agreements and warranties; personal service contracts with individuals; affiliation agreements with other entities and institutions; lease/rental of equipment or vehicles; loan agreements, lease, escrow, and rental agreements; purchase and sales agreements; liability waivers; assignments of rights; etc.

Approvals:
- Budget Authorizers in Ariba once contract has been signed by Procurement.
- Vice Chancellor**
- Chancellor as needed

Procurement Services
The Procurement Services Contracting Team will review the document for compliance with the UW terms and conditions and determine whether or not it is appropriate to sign or if terms need to be negotiated. UW Procurement will sign these contracts.

UW Bothell – may be consulted:
- UW Attorney General Office
- UW Tax Office
- Controller
- Others such as CoMotion

UW Seattle – may be consulted:
- UW Attorney General Office
- UW Tax Office
- Controller
- Others such as CoMotion

Approvals:
- Chancellor as needed

Non-Procurement Contracts
Non-procurement contracts and memorandums of understanding supporting various new and ongoing projects in academic and administrative units.

FAS Role:
- Help requestor identify who needs to be involved with the contract process
- Ensure proper approvals are obtained
- When necessary, coordinate signing of PDPA and data security review.

How to get started:
- Contact: uwbpurch@uw.edu

Research Contracts
For Research Contracts and Agreements, Non-Disclosure Agreements (NDA), Confidential Disclosure Agreements (CDA), and Data Sharing Agreements that support research in Schools and Centers:

OSP Role:
- Triage type of agreement
- OR/Center staff will route eGC1 (with contract attached) for approvals in SAGE
- Research contracts and agreements are signed by UWB OSP representative
- NDAs, CDAs, & data sharing agreements are signed by OSP Contracts Team

How to get started:
- Contact: cindy00@uw.edu

Approval:
- Dean/Director Administrator
- VCAA for academic considerations
- VCPA for business/operational considerations (e.g. IPA for budget)
- Others as needed

Contract Management System
- Concord system
- Records retention