UW BOTHELL CONTRACT REVIEW AND APPROVAL FLOW

**Research Contracts**

*Research contracts and agreements, non-disclosure agreements (NDA), confidential disclosure agreements (CDA), and data sharing agreements that support research in schools and centers*

OSR (Office of Sponsored Research) Role:

* Triage type of agreement
* Route eGC1 (with contract attached) for approvals in SAGE
* Research contracts and agreements are signed by UWB SP representatives
* NDAs, CDAs, & Data sharing agreements are signed by UW Seattle OSP Contracts Team

How to get started:

* Contact: [cindys00@uw.edu](mailto:cindys00@uw.edu)

**Approvals**

* UW Bothell Sponsored Programs

**Procurement Contracts**

*Purchasing contracts involving goods and services*

FAS (Fiscal and Audit Services) Role:

* Assist the requestor with identifying the right purchasing method
* Guide through the purchasing process
* Assist as UW Bothell’s liaison to UW Seattle Procurement Services
* When necessary, coordinate signing of Data Processing Agreement (DPA) and data security review

How to get started:

* Contact: [uwbpurch@uw.edu](mailto:uwbpurch@uw.edu)

**Non-Procurement Contracts**

*Non-procurement contracts and MOUs 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
* Maintain contracts in contract tracking system
* When necessary, coordinate signing of Data Processing Agreement (DPA) and data security review

How to get started:

* Contact: [uwbcontr@uw.edu](mailto:uwbcontr@uw.edu)

**Contract Management System**

* Concord System
* [Records retention](https://finance.uw.edu/recmgt)

**Approvals**

* Budget Authorizers in Ariba once contract has been signed by UW Seattle Procurement Services

**Approvals**

* Vice Chancellor
* Chancellor as needed

**UW Seattle – may be consulted:**

* UW Attorney General Office
* UW Tax Office
* Controller
* Others such as CoMotion

**UW Bothell - may be consulted**

* Vice Chancellor of Academic Affairs for academic considerations
* Vice Chancellor of Planning and Administration for business/operational considerations (e.g. Institutional Planning and Budgeting for budget)
* Administrator
* Dean/Director
* Others as needed

**UW Procurement Services**

UW Seattle Procurement Services Contracting Team will review the document for compliance with the UW terms and conditions, determine whether terms need to be negotiated, and sign these contracts