

Contract Services

Office of Sponsored Programs

Workflow Chart

SPONSOR SENDS AWARD AGREEMENT

If the award agreement includes terms and conditions that require review, it is sent to **Contract Services**.

Stage 1: Contract Services logs the award agreement and The PCA determines if Contract If Contract Services conducts a preliminary review Services review is required and review is required within 48 hours of receipt. begins the compliance review. Stage 2a: A contract If Contract Services administrator conducts an review is not internal review within 5-7* required business days including a full redline mark-up. Stage 5: Once the award agreement is Before starting the post-award Stage 2b: As applicable, the fully executed, Contract paperwork, all compliance award agreement is sent to Services returns the approvals for the award must be General Counsel, OIT, OTD, award agreement to received. Research Accounting, the Export the PCA for post-award Control Officer, PI, and/or Risk processing. Management Team for further review/approval. Once compliances are met, the PCA completes the post-award Stage 4b: Once all paperwork and submits for approvals are received, second-level review. Stage 3a: Once FAU has the award agreement is established all acceptable terms routed to all parties for and conditions, edits are sent to signature. This may The PCA sends the completed the Sponsor for review. take up to one week or post-award paperwork to more. Research Accounting for account set-up. Stage 3b: Once the Sponsor returns the reviewed award Stage 4a: Once the agreement, Contract Services terms and conditions reviews any sponsor revisions are finalized, the PI and/or comments. If new terms Once the account is set-up, an may be contacted to are added, further review is email notification from Workday provide assurances and required and the process returns is distributed. approvals as applicable. to Stage 2b.

After the PCA receives the account set-up notification from Workday, the award is passed off to Research Accounting for account management and invoicing for the duration of the project. PCAs will be responsible for the completion of any administrative action throughout the duration of the project (no cost extension, supplement, amendment, etc.).

A preliminary review determines the type of award agreement, prioritizes based on urgency, ensures all relevant award agreement documents are received, identifies whether it is a conforming agreement, and flags inconsistencies or high-risk clauses.

Examples of high-risk clauses and "red flags" that may require further review outside of Contract Services include:

- FAR/DFAR
- Governing Law
- Confidentiality
- Indemnification
- Intellectual Property
- Liability/Insurance
- · Foreign Personnel
- Foreign Travel
- Foreign Sponsor/Currency
- CUI/Classified Research
- Publication Restrictions
- Work for Hire
- Export Control Technology

If further reviews are required outside of Contract Services, it may take up to one week or more for the award agreement to be returned.

Once FAU's edits are sent, the Sponsor will review. If applicable, the Sponsor may send the award agreement to their General Counsel or other offices for approval of the terms and conditions. This may take up to two weeks or more.

Acronym Key

CUI - Controlled Unclassified Information

DFAR - Defense Federal Acquisition Regulations

FAR - Federal Acquisition Regulations

FAU – Florida Atlantic University

OIT - Office of Information and Technology

OSP - Office of Sponsored Programs

OTD – Office of Technology Development

PCA - Proposal and Contract Administrator

PI – Principal Investigator

^{*}This internal review time could be extended based on agreement complexity and Contract Services workload