



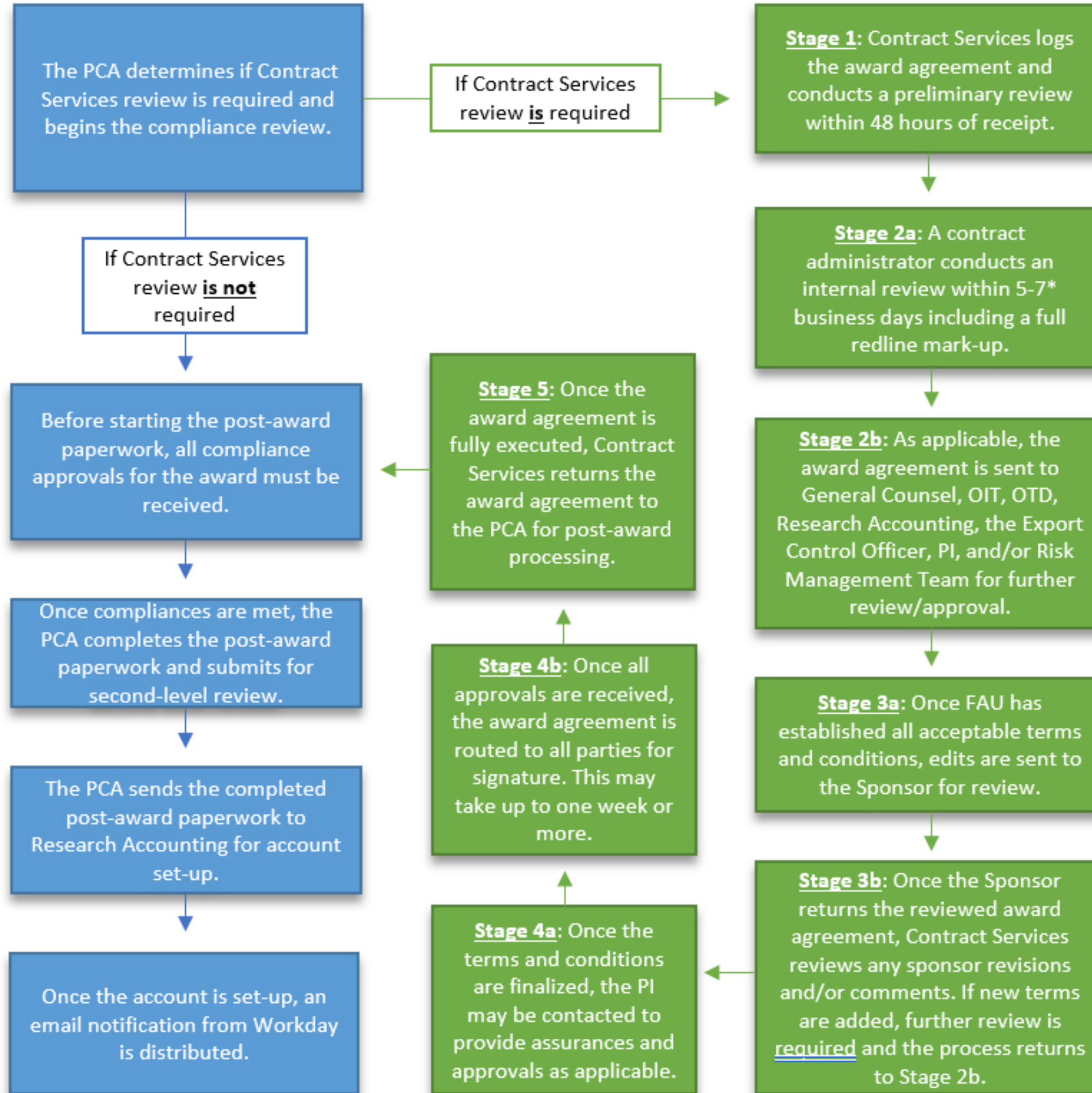
Contract Services

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**.



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

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.).

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