



**The University of Texas at El Paso
Office of Research and Sponsored Project
Handbook / Enchiridion**

Step 2.3: Negotiations

Purpose: To minimize risks and abide by University and Federal policies, laws and regulations

Parties Involved: Funding agency, Principal Investigator, Research Administrators, Assistant Vice President for Research and Compliance, Technology Transfer Manager (when applicable), CREIE (STTR/SBIRs)

Steps in the Process:

- Research Administrator receives notification of the contract/award, reviews terms and conditions as acceptable by UTEP and completes the Contract Review form within 2 days.
- In completing the Contract Review Form, RA will submit this to the AVP along with the marked-up (hard copy) contract
 - Contracts that exceed 50 pages can be sent via email along with a hard copy of the contract review form (referencing the e-mail) to the AVP in either a blue or red folder.
 - Blue folders should be used for contracts with a turnaround timeframe of 3 or more days.
 - Red folders should be used for contracts requiring a turnaround time of 1 to 2 days.
- AVP will review the contract with the contract review form:
 - If no changes are required, AVP will indicate by approving the Contract Review Form and returning to the Research Administrator for execution.
 - If additional negotiations are required:
 - AVP will engage the RA and assist with negotiations
 - RA will complete a second level review contract review form highlighting risks, concerns and non-standard language. (3 days)
 - The final (clean) version of the negotiated contract along with the marked up Contract Review Form will go to the AVP for the appropriate signature authority
 - Final Contract Review Form
 - Final Negotiated Contract

RA will notify the Principal Investigator of the award receipt and status of contract review.

- Once the contract is signed by VPR, RA will continue with the steps listed in 2.5 Prepare NOA.
- RA will file the Contract Review Form in Questys under Correspondence.

Summary Description: In order to be consistent when negotiating contracts and cooperative agreements and to establish a robust system of information, communications and reference.