

# Creighton University Sponsored Programs Administration

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## *Checklist for Faculty/Staff/Administration*

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### Routing an Externally Sponsored Contract/Agreement

- Principal Investigator (PI) or designee e-mails a draft of the contract/agreement in Microsoft Word format to Sponsored Programs Administration (SPA) for Legal Counsel pre-review.
- Legal Counsel will review draft and make required changes or comments using track changes mode in Microsoft Word. ([See required elements in an Externally Sponsored Contract](#))
- Legal Counsel will return e-mail to the PI and/or designee with instructions to return contract/agreement to sponsor requesting the changes.
- Once a corrected contract/agreement is obtained the PI or designee delivers contract/agreement signed by the PI, the study budget, protocol or statement of work and the Creighton University Proposal Routing Form to the SPA.
  - **IMPORTANT:** Please allow *at least five* business days for the following review, approval and signature process.
- The SPA reviews that:
  - All attachments/exhibits referenced in the contract/agreement are included;
  - The study protocol or statement of work has been submitted;
  - The PI signed the contract/agreement;
  - The Creighton University Proposal Routing Form is complete including the signature of the PI, co-investigator(s) and respective department chair(s).
- If items or signatures are missing, the SPA contacts the PI or designee. If corrected copies cannot be obtained within 24 hours, the SPA will require that all documents be picked up and returned to the SPA when the complete package is available.
- If all required items are included and signed, the SPA verifies that Financial Conflict of Interest (FCOI) Disclosures and training are complete according to the policy.
  - If not, an e-mail is sent directly to that individual with a copy to the PI of the project from the Research and Compliance Monitor/Auditor.

- The SPA then reviews the documents for the following:
  - Corrections requested in contract/agreement pre-review have been incorporated;
  - Study budget calculation errors;
  - Consistency of study budget figures with the figures quoted in the contract/agreement;
  - Inclusion of appropriate indirect cost rate and regulatory fees (IRB, start-up costs, waste removal, etc);
  - Verification that budget figures listed on the Creighton University Proposal Routing Form are consistent with the budget documents submitted with the contract/agreement.
  
- Entire package is signed off by the SPA and then hand delivered to the respective Dean's office for review and signature approval.
  
- Entire package is hand delivered to Legal Council for a review that all recommended changes were made and signature approval.
  
- Entire package is hand delivered to the University Authorized signer for review, approval and signature.
  
- The SPA will contact the PI or designee to pick up the package to return to the sponsor:
  - If the contract/agreement had not been signed by the sponsor all originals will be returned to the PI and a copy held in the SPA until a fully executed original is returned.
  - If the sponsor already signed the contract/agreement, the SPA will retain one original and return the remaining original(s) to the PI to return to the sponsor.
  - A copy of the Creighton University Proposal Routing Form will also be returned to the PI.