



**Contract Review Request Form**

*(To be completed by Contract Sponsor)*

| <b>Contract Information</b>   |   |                |
|---|---|----------------|
| CONTRACT SPONSOR  | PHONE #/EMAIL   |                |
| DEPARTMENT  | DATE SUBMITTED  |                |
| REQUESTED REVIEW COMPLETION DATE (please allow 30 days for review)  | # OF DOCUMENTS:<br>Please provide all documents in Word format. |                |
| CONTRACT TYPE (service, purchase, MOU, NDA, affiliation, etc.):   | NEW OR RENEWAL CONTRACT: Y/N                                    |                |
| CONTRACTOR/VENDOR:  | CONTACT NAME FOR CONTRACTOR/VENDOR:                             |                |
| CONTRACTOR/VENDOR ADDRESS:  | CONTACT PHONE NUMBER/EMAIL:                                     |                |
| TOTAL COST:   | COST PER FISCAL YEAR:   | FUNDING SOURCE |
| TERM OF CONTRACT (start and end date if applicable):<br><br>RENEWAL TERMS (if applicable): <input type="checkbox"/> Option to Renew <input type="checkbox"/> Auto-Renew<br><br>IF RENEWAL, SUMMARY OF CHANGES FROM LAST CONTRACT: |   |                |
| SUMMARY OF SERVICE/CONTRACT (please include benefit to university)  |   |                |
| WHAT ARE THE RISKS ASSOCIATED WITH THIS RELATIONSHIP? Risks can be financial, academic, operational, compliance, reputational, loss of data or other risk.  |   |                |
| <b>Contract Review Checklist (to be completed by contract sponsor)</b>  |   |                |
|   | <b>Yes</b>  | <b>No</b>      |
| Have you read the entire contract, including all attachments, exhibits and /or appendices?  |   |                |
| Are all documents incorporated by reference in the contract, including exhibits, attachments and/or appendices are included with the contract?  |   |                |
| Please submit all documents in Word format.   |   |                |
| Does the contract properly identify all parties? Contracts may only be written between UWS and the other party. UWS departments and individuals may not be a party to contracts.  |   |                |

|   |  |  |
|---|--|--|
| Does the agreement describe the intent of both parties? This includes warranties, service, ownership, etc.  |  |  |
| Are the services, goods or obligations accurately defined?  |  |  |
| Does the contract contain a confidentiality clause? If yes, have the terms of confidentiality been shared with UWS employees that will have access to the contract and pricing? |  |  |
| Please address all No answers   |  |  |
| Additional Comments   |  |  |

## Contract Review

|   |               |          |
|---|---------------|----------|
| Contract Sponsor – Print Name           | Date Reviewed | Initials |
| Dept. Head (if applicable) – Print Name | Date Reviewed | Initials |
| Executive Leader – Print Name           | Date Reviewed | Initials |
| Risk Manager – Print Name               | Date Reviewed | Initials |
| Chief Business Officer – Print Name     | Date Reviewed | Initials |