Contracts and Agreements Submission Process

Owner prepares draft agreement

Submits draft agreement to CCAS (CCASFA@gwu.edu) for initial review

Finance reviews & forwards to appropriate Office for review

Risk Management
- If it’s a new contract or has indemnification and insurance clauses

Office of General Counsel
- All contracts that do not have to be reviewed by Procurement

International Programs
- If it’s an academic program hosted outside of the US

DIT
- If it involves technology, software licenses, access to GW systems or data

Owner works directly with reviewer and edits agreement based on recommendations

Owner begins the approval & routing process

Owner saves pre-approval documentation from reviewers

Review is complete and agreement is finalized

Compiles final agreement, pre-approvals and routing sheet

Owner sends complete packet to CCAS (CCASFA@gwu.edu)

Dean reviews, signs and forwards to EVP&T and/or Provost if over School’s signature authority

Once completely approved, contract is printed, signed and returned to the owner

Owner retains copies of final agreement for departmental records

Owner can execute contract/agreement

TIP:
When emailing CCASFA@gwu.edu:
Subject line should read:
Action_Type of Agreement_Dept_OtherParty_EffectiveDate to EndDate
Example:
Review_MOU_FORSDCMedicalExaminer_Jul2015toJun2018

Revised 9/2015