

CAH CONTRACT PROCESSING POLICIES

All contract activities must be conducted in accordance with all University policies and State and Federal regulations. For more information refer to: <http://policies.ucf.edu> and <http://generalcounsel.ucf.edu/legal-services>

- UCF Policy Number 2-102.3 – Contract Review
- UCF Policy Number 2-107.4 – Signature Authority Policy
<http://generalcounsel.ucf.edu/legal-services/>
- Contract Memorandum by Vice President and General Council found at <http://www.2-102.3ContractReview.pdf>

All contracts, MOUs, Letters of Intent, etc. committing the University to spend or receive funds or provide or receive personnel or services must be approved prior to executing terms of the agreement. A contract does not require payment of money or other compensation to create an obligation. If unsure, please email Lyman Brodie at Lyman.Brodie@ucf.edu.

Signing authority for individuals representing the University of Central Florida IS designated by the president of UCF.

Allow sufficient time for the College of Arts and Humanities Dean's Office, the General Counsel's Office, and an approved UCF signature authority to review the document.

Per UCF Policy Number 2-102.3 "All contracts other than previously approved standard contracts must be submitted to the Office of the General Counsel for review prior to performance by either party or execution by the university or a DSO."

Individuals signing contracts without appropriate authority subject themselves to personal liability for the agreements and will be subject to disciplinary action up to and including termination. Non-compliance will result in possible fines.

CAH Contract Processing Procedures are to be followed along with UCF Contract Processing Policies.

Make sure anything research related contract must go through the Office of Research & Commercialization (ORC).

CAH CONTRACT PROCESSING PROCEDURES

Faculty and staff must work with their Chair/Director for related contract issues.

Contracts should include the following information at a minimum:

- Timeframe
- Statement or scope of work
- Personnel involved
- Deliverables
- Amount to be spent or received by the university

Contracts must be submitted to the Contract Management (Cobble Stone). MyUCF > Contract Mgmt (Cobble Stone) > log in with your NID and NID password. This will submit it to General Counsel for review. Once logged into Cobble Stone, the “General Quick Notes,” under the “Help” tab, explains how to add a contract into the system.

Please assign the Chair/Director or supervisor as an additional employee who may also view the contract status. Individuals must check for progress/status through Cobble Stone. It will reach the CAH Dean’s Office for approval signature(s) when General Counsel has reviewed and approved it.

Schools/Departments/Programs must monitor and adhere to the contract terms including the processing of deliverables and payments following university policy.