BUY.IU – OVPGC Contract Review Process
When should I submit a contract for review to OVPGC?
Do not submit to OVPGC if:

• The agreement involves purchasing goods or services – please contact *Purchasing* or submit the agreement for review though Purchasing’s BUY.IU form.

• The agreement deals with sponsored research – please contact the *Office of Research Administration*.

• You have delegated signature authority and the agreement falls within that authority.
All other MOUs, agreements, and contracts that obligate the University must be submitted to OVPGC for review.
Why is OVPGC Contract Review through Buy.IU?
Benefits of Buy.IU Contract Review

1. **Information Gathering** – Buy.IU Contract Request Form questions should eliminate multiple emails back and forth regarding contract details.

2. **Status Tracking** – Stakeholders can view the status of their contract requests and the resulting contract.

3. **Automatic Workflow and eSignature** – Contract documents are automatically routed in the system for approval and signature.

4. **Inventory & Reporting** – Finalized/Executed contracts are retained in Buy.IU allowing for custom searches and reports.
Overview of OVPGC
Contract Review Process
OVPGC Contract Review Process

1. **Prepare the draft agreement** – if a template is not available or supplied from the counterparty, find a template at [https://vpgc.iu.edu/forms/index.html](https://vpgc.iu.edu/forms/index.html) or ask OVPGC for help identifying a template to use as a starting point.

2. **Add the counterparty or “second party” into BUY.IU**, if not already set up as a Buy.IU Supplier (Use the “IU Legal Contract Party Creation Form”)

3. **Submit a “contract request form” in Buy.IU**

4. **Watch for Buy.IU action notifications** (e.g., you may be sent a revised version of the agreement to review through the “Review Rounds” function)

5. **Track your contract request in Buy.IU**
STEP 1: Prepare the Draft Agreement

Do you have a contract template; from a counterparty or from previous use?

Yes

Is the Counterparty/Supplier in Buy.IU?

No

Does a template on OVPGC website: vpgc.iu.edu/forms/index.html fit your needs?

No

Will a VPGC attorney need to draft contract?

Yes

STEP 2: Add the Counterparty (Buy.IU Supplier)

No

Is the Counterparty/Supplier in Buy.IU?

Yes

Do you have a contract template; from a counterparty or from previous use?

Yes

Does a template on OVPGC website: vpgc.iu.edu/forms/index.html fit your needs?

No

Will a VPGC attorney need to draft contract?

No

STEP 3: Submit the Contract Request Form

You will receive a Buy.IU confirmation email once your request has been submitted.

You will receive a Buy.IU email once OVPGC has begun work on your request and moved it to contract creation.

If additional action or review is required by you or the contract counterparty you may receive a Buy.IU "Review Round" request.

STEP 4: Watch for Buy.IU Action Notifications

After OVPGC has approved the contract and it’s sent out for signature you will receive notification.

After the contract is electronically signed OR uploaded after wet signature you will receive notice.

STEP 5: Receive Status Updates when Contract is Final
Questions?


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