

OFFICE of CONTRACTS and GRANTS

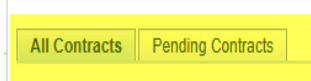
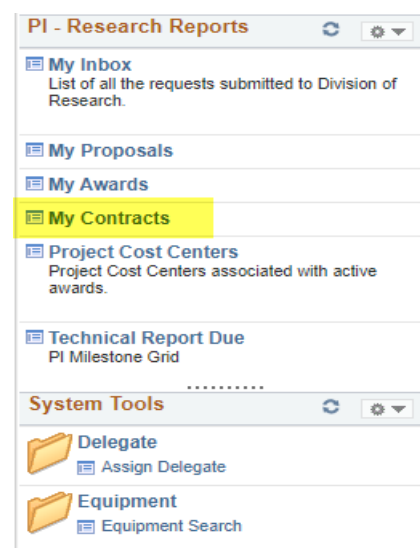
DIVISION OF RESEARCH

PI Work Center - Monetary and Non-Monetary Agreement Online Tracking

The Office of Contracts and Grants (OCG) is the central repository for Monetary and Non-Monetary University Research Agreements. Principal Investigators (PIs) are now able to see a list of their current and pending agreements that OCG has assisted with the creation, review, and negotiation.

To access the list of agreements, click on **My Contracts** under **PI Research Reports** in the PI portal. The link will take you to a page that displays a list of all agreements in two tabs. The first tab shows past agreements that have been fully executed or closed; the second tab shows pending agreements under review.

Click on the numerical hyperlink under **Contract ID** to view the contract details, including any uploaded documents in the **view document** link.



All Contracts

My Contracts			
Contract Id	Contract Version	Status	Agreement type
000181860	Original	Fully Executed	Grants Contract
000182254	Original	Fully Executed	Other Agreement type
11035	Original	Fully Executed	Other Agreement type
11823	Original	Withdrawn	Non Disclosure/Confidentiality
16727	Original	Fully Executed	Grants Contract
17068	Original	Closed	Other Agreement type
17799	Original	Withdrawn	Material Transfer
20370	Original	Closed	Grants Contract
20611	Original	Closed	Non Disclosure/Confidentiality
20613	Original	Closed	Non Disclosure/Confidentiality
20737	Original	Closed	Non Disclosure/Confidentiality
21043	Original	Closed	Grants Contract
21893	Original	Closed	Other Agreement type
21895	Original	Fully Executed	Master Agreement
22474	Original	Fully Executed	Other Agreement type

To Track the Review and Negotiation Process

PIs will receive an email when each step of the review and/or negotiation process is completed and will be able to log into the PI portal to see the next steps and the estimated time of completion on the contract form. Go to **My Inbox** and click on the **Request ID** of pending items to view the tracking form.

Inbox

Completed

Create New Request

Pending Function Requests

	Request ID	Related To	Proposal Award Project #	Function
1	000002469	Contract	000182254	Other - Custom Contracts
2	000002469	Contract	000182254	Other - Custom Contracts
3	000001026	Award	82815	No-Cost Extension
4	000001303	Award	82815	Interim Funding

Contract Form

Request ID: 000002481

Function: Non-Disclosure/Confidentiality

Status: Pending

Contract: 000182266

Agreement Purpose: Nondisclosure Agreement

Sponsor: Murphy Exploration & Production Co

Vendor:

Principal Investigator: Bissada, Kady K

Research Administrator: Gutierrez, Darlene Michelle Irrobali

Billing Specialist: Martinez, Eduardo

Contract Officer: Ulmer, Sandy N

Assigned DBA(s): Ketkar, Smita Mohan; Dowell, Jennifer D; Walker, Keah Chantell;

Department: EARTH & ATMOSPHERIC SCIENCES

Requested Date: 04/01/2021

Deadline Date: 05/03/2021

Documents

Print

Not Needed

Withdraw

☐ Opt out of PI email alerts

Approval Steps									Personalize Find First 1.6 of 6 Last	
Step	Steps Description	Expected # of Working Days	Actual # of Working Days	Variance	Start Date	Completed Date	Completed By	Responsible Person or Area	Comments/Notes	Complete
1	Research contracts officer review is complete	15	0		04/01/2021			Research Contract Officer		Complete
1	Send PI for read and understood signature	5	0					Principal Investigator		Complete
1	Technology Transfer and Innovation (OTTI) review and approval	5	0					Tech Transfer		Complete
1	Agreement is with the other party for comments/approvals	5	0					Other Party		Complete
2	Fully executed agreement sent to all relevant parties	2	0					Contract Admin		Complete
2	Agreement cannot be executed	0	0					Repository		Complete
Total # of Working Days:		32	0	0	On Target					

The tracking form shows the step-by-step review and completion process for each type of agreement. Sometimes steps in a review and negotiation process may be simultaneous, while others may not be necessary based on the type of agreement, requirements as well as the specific terms and conditions. In the case of the NDA above, if the standard agreement language does not include intellectual property rights, the Technology Transfer and Innovation (OTTI) step for review and approval will not be necessary.