OVERVIEW
The purpose of this document is to briefly outline the process for University Research Centers to submit vendor contracts (e.g., catering, hotel, service agreements, etc.) for review and signature by an authorized official that has been delegated authority to review and sign contracts on behalf of the University.

- See the Relevant Links listed below for Northwestern policy.
- Preferred vendors are versed in the University requirements and conditions related to contracts, streamlining review and reducing risk, and should be used whenever appropriate.
- Please note that unusual or complex agreements require additional processing and review time by the Office of General Counsel.

ITEMS TO INCLUDE IN REQUEST FOR REVIEW
You must include responses to the following areas in all requests to review a contract, along with the original contract document for signature. The Process Flow that follows provides specifics on routing for review.

1. Brief description of purpose & include type: hotel, catering, service, etc.
2. Is there a monetary commitment?
3. What is the total monetary commitment?
4. What is the specific source of funding & related chart string?
5. Intercampus address for return of hard copy.

CONTRACTS FOR HOTEL & CATERING
Contracts for Hotel and Catering services will be reviewed in the Office for Research (OR) by University Research Center Administration (URCA). Submit hotel & catering contracts for to the Senior Director for URC Administration & Operations (Joseph Boes) and Business Administrator (Alexandra Manetas). Some contracts will be routed to the Office of General Counsel by URCA for additional review when required. Below are required documents needed when sending a Hotel and Catering service contract to URICA.

- Click here to initiate an email to URCA for Hotel or Catering Contract review.

<table>
<thead>
<tr>
<th>Contract Type</th>
<th>Preferred Vendor</th>
<th>Event Contract/Agreement</th>
<th>COI</th>
<th>NU Event Rider</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop-Off Catering</td>
<td>Yes</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>No</td>
<td></td>
<td></td>
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<tr>
<td>Catering with service and/or alcohol</td>
<td>Yes</td>
<td>X</td>
<td>X</td>
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<tr>
<td></td>
<td>No</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Hotel Room(s) Reservation</td>
<td>Yes</td>
<td>X</td>
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<tr>
<td></td>
<td>No</td>
<td></td>
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<tr>
<td>Events at Hotel</td>
<td>Yes</td>
<td>X</td>
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<tr>
<td></td>
<td>No</td>
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<tr>
<td>Events at Restaurant</td>
<td>Yes</td>
<td>X</td>
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<td></td>
<td>No</td>
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<tr>
<td>Events at Venue/Rental Space</td>
<td>Yes</td>
<td>X</td>
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<td></td>
<td>No</td>
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</tbody>
</table>
OTHER CONTRACTS
All other contracts requiring authorized signature should be sent to the Office of General Counsel (OGC) for review. See the link below for guidance on the review and approval process with OGC. Once reviewed, OGC will route the contract(s) to the Assistant to the Vice President for Research (Erin Wallace) and will be routed accordingly for OR review and signature. To ensure the timeliest review, utilize any standard riders and engage preferred vendors whenever appropriate. In the cases of unusual or complex contracts, allow for ample review and response time.

- Click here to initiate an email to OGC for Other Contracts review.

RELEVANT LINKS
- Office of General Counsel: Contracts Review and Approval
- Office of General Counsel: Contract Signature Authority
- Procurement and Payment Services: Benefits of Using Preferred Vendors
- Core Facilities Administration: Outgoing Service Agreements
  - Core Facilities Administration (CFA) provides guidance on establishing service agreements with outside institutions. Contact: Phil Hockberger
Need for Vendor Contract Identified

**Answer these items & route with original contract**

1. Brief description of purpose & include type.
2. Is there a monetary commitment?
3. What is the total monetary commitment?
4. What is the specific source of funding & related chart string?
5. Intercampus address for return of hard copy.

**Hotel and Catering Contracts**

Route to URCA:
Sr. Director URC Admin & Operations and Program Administrator
Joseph Boes and Alexandra Manetas
Logged into tracking

Under $25k

URCA will review, sign, and return
(CC: Karen Davis)

Over $25k, or unusual terms

**Other Vendor Contracts**

Route to OGC for Review:
Susie Wuornin
CC: Linda LeVeque
Logged into tracking

Full OGC Review Required

Additional Review Time

Limited-to-no OGC Review Need

Route to OR:
Assistant to the Vice President for Research
Erin Wallace
Logged into tracking

OR will review, sign, and return