

**CHECKLIST FOR REVENUE CONTRACTS**

Contract #

Customer Name/#

Fund and Center

Services

**REQUIRED ELEMENTS**

	Yes	No	N/A	N/P	Notes
Board of Trustees Language					
Header					
Signature Page					
CFO's and/or Chancellor Signature Line					
U of A System Signature Line (as needed)					
Contract Term Dates					
Renew with Written Consent					
Auto-renewal Clause					
Termination Language					
References to Supplementary Documents					
Upload documents in Ntracts					
Exhibits Attached and Complete					
Acronyms Defined					
BAA (Business Associate Agreement)					
Non-Solicitation of Employees					
Insurance Language					
State Jurisdiction (Arkansas only)					
No Arbitration (Mediation only)					
No Publicity					
No Sole Indemnification (Mutual or None)					
Force Majeure					
IT Review (see note)					
Notices Section w/ General Counsel and Contracts Administration information					
Payment Address					
Invoice Address					
Revenue Contract Analysis (RCA)					
25% Indirect Costs (IDC)					
Indirect Cost (IDC) Exemption Request					
Edits Required					
Customer Signature Line					

**Yes = Language is present and correct**

**No = Language is present and incorrect**

**N/A = Language is absent and unnecessary**

**N/P = Language is absent and necessary**

**OTHER NOTES**

