## 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)			ı		
No Publicity					
No Sole Indemnification (Mutual or None)					
Force Majeure					
IT Review (see note)					
Notices Section w/ General Counsel and Contracts Administratration 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					

## **CHECKLIST FOR REVENUE CONTRACTS**

Contract #		Customer Name/#	
Fund and Center		Services	
PROCESS (Department)	Date	Notes	
Uploaded to Ntracts (see notes for required docs)			
Uploaded BAA in Ntracts (if applicable)			
PROCESS (CAD)	Date	Notes	
Submitted for Legal Review			
Submitted for HIPAA Review			
Submitted for Institutional Compliance Review			
Submitted for Risk Management Review			
Submitted for Export Control Review			
Submitted for College/Dept./Service Line Approvals			
Submitted for CAD Director Review			
Contract, Legal Review Form, Related Docs			
Submitted for Assoc VC for FIN & Treasurer Review			
Contract, Legal Review Form, Related Docs			
Submitted for CFO Signature			
Contract, Legal Review Form, Related Docs			
Submitted for Chancellor Signature (if Needed)			
Contract, Legal Review Form, Related Docs			
Submitted for U of A System Signature (if Needed)			
Contract, Legal Review Form, Related Docs			
Updated Billing Workbook & Masterlisting			
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			
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OTHER NOTES			