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 through 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**
OVPGC Training Sessions for BUY.IU Contract Review
OVPGC Upcoming Training Sessions

Effective January 2021, it will be required that all contracts reviewed and processed by our office be routed via BUY.IU.

We will be conducting Zoom training sessions on how to submit a contract for review:

November 9, 2020  
10:30am to 12:00pm

November 12, 2020  
1:00pm to 2:30pm

REGISTER HERE: https://vpgc.iu.edu/training/buy-iu-training.html