How to Review an Agreement Submission

** Note: some business procedures may vary by office*

Step 1: Log in to the system

Login to UT Research Management Suite - Agreements using your UT Austin EID. You will be required to complete Duo authentication to finalize sign-in.

The *Dashboard* (Personal Workspace) is home base for all activities in UT Research Management Suite. The adjacent *Agreements* navigation tab opens the Agreements Workspace, the hub for viewing and managing submissions and records, and the starting point for central staff workflows.

Like end users, your privileges are role-based: any UT employee may create and submit an agreement request on behalf of an eligible PI, but only central staff assigned to the review desk may view all agreements (in any state) and execute the Assign Owner activity.

Step 2: Intake: Assign a Submitted Agreement to a Reviewer

1. **Pre-review** a submitted agreement

Open the *Unassigned* tab in the Agreements Workspace

You may make an immediate determination about the appropriate office and reviewer for the submission based upon the sponsor and organization (department/center) of the *Agreement Manager* (PI). The ***Assign Owner*** activity located to the far right of the record entry allows you to assign ownership of the review to a central office staff member at OSP or OIE.

You may need to navigate to the Record Workspace and review the submission further before making an Owner determination. To do so, click on the record entry to travel to the record workspace. Click on View Agreement to open a fully compiled, scrollable version of the submission. Evaluate the information provided by the Agreement Creator to determine the appropriate office and reviewer.

If additional information or revisions are needed for you to identify the appropriate Agreement Owner, click ***Request Clarification*** (outlined in detail below) to return to the Agreement Creator and/or PI. An email notification will be sent to the selected users informing them of the need to provide additional information.

2. **Assign Agreement Owner**

Once you have identified the appropriate reviewer, click ***Assign Owner,*** select the reviewer from the picklist, and click ***OK***. An email notification of assignment will be sent to the PI and Agreement Creator (if someone other than the PI). The submission is now in the Internal Review state and the record will now appear in the assigned Agreement Owner's *My Inbox* tab in their *Dashboard.*

3. Re-Assign Agreement Owner

You may re-route a submission to a different reviewer at any time as needed. Executing the ***Assign Owner*** activity is how agreements are appropriately routed within and between central offices processing and executing them.

Note: every time a submission is assigned to a different owner, a notification is sent to the PI and Agreement Creator (if someone other than the PI).

Step 2: Review & Negotiate Agreement

1. Navigate to the Record Workspace

Click on a record entry in the *My Inbox* space in *Dashboard* to open an agreement submission in the *Record Workspace*.

2. Review and request changes to a submitted Agreement.

Select either *Printer Version* and/or *Edit Agreement* (it may be helpful to have both views open in separate tabs, to both view and update the record). As central office staff, you may edit SmartForms data yourself.

Click ***Request Clarification*** in the Record Workspace to request corrections, updates, or additional information from the Creator and/or the PI. Please identify the name of the SmartForm page and question number your request applies to.

Note: both users will be able to view the status of the record, but only those selected in the Request Clarification queue will receive prompting notification emails.

Review changes made by end user(s) and click ***Confirm changes*** to accept.

Repeat steps process as needed, including later in the negotiation or finalization workflow.

3. Review Agreement draft

If draft uploaded: click the ellipsis box located to the right of the file appearing in the *Agreement* field of the *Record Workspace* to download the agreement.

Update and/or redline draft Agreement to conform with UT policy.

If UT to generate first draft: click *Generate Agreement* activity to create the agreement draft using merge template functionality, and view or download.

Request Clarification from Creator and/or PI as needed.

4. Negotiate Agreement language

Email draft agreement to external party via email client.

Click ***Move to External Review*** activity to update the workflow state.

When the contacting party returns the revised/finalized agreement, click ***Move to Internal Review*** activity to update the workflow state.

Use *Request Clarification* or *Email Agreement* to circulate record/document/terms for review internally at UT.

Review updated agreements, repeating negotiation steps as needed, toggling between *External Review* and *Internal Review* states at every occurrence of sending/receiving an updated version of the agreement to accurately reflect the current workflow state.

Recommended: where prompted when executing actions, include explanatory notes to contextualize the update. This can help minimize end user questions.

<u>Click</u> ***Revise Agreement*** activity to upload revised versions of the agreement as negotiations proceed.

5. Document Agreement-related communications

Owners can use ***Log Correspondence*** to track 'to do' tasks, emails or phone calls, or other updates related to the Agreement.

> Explain the task or update clearly and succinctly in the Summary field. This is the only required field, but the others can be valuable for providing context, informing colleagues, or m managing workload.
>
> Assign items to yourself that you have completed or will complete; you may assign items to other UT employees.
>
> Identify the PI, Creator, or another UT employee related to the update, if applicable—and notify them of the update by clicking the Notify checkbox.
>
> Assign a due date, if applicable, and a reminder date if helpful.
>
> Remember, you can Edit or Delete any Correspondence item.

Archive negotiation emails between UT Austin central office staff, UT departmental end users, and contracting parties via Email Catcher.

> Amend the appropriate email subject line so that it contains the *Agreement ID*
>
> Forward the email to: era-agreements@austin.utexas.edu

6. Upload Final Version of the Agreement

<u>Click</u> ***Revise Agreement*** activity to upload the final Word document version of the agreement once terms are final.

Step 3: Finalize & Execute Agreement

1. Approve Language

<u>Click</u> ***Approve Language*** activity to update the agreement state, reflecting end of negotiations, and kicking off signature process.

Select ***Digital*** for *Signature Type* by default to utilize DocuSign.

Default selections here include *No* for both *Routed for internal signature* and *Evergreen clauses*. Select *Yes* only where applicable.

Enter the *Effective* and *Expiration* dates to the best of your ability. These selections will appear and can be updated as needed later when you *Activate* the agreement.

2. Convert Finalized Agreement Version to PDF

Click ***Convert to PDF*** activity to prepare document for DocuSign routing.

Note: DocuSign workflow will not commence if you neglect this step.

3. Send for Signature

If signatures will be completed via DocuSign:

Click ***Send for Signatures - D/S*** activity

Select internal and contracting party signatories

Open the ***DocuSign*** tab that now appears in the sub-navigation bar and click ***Send Envelope***

Set up signatures in *DocuSign* agreement envelope (via DocuSign application) and click ***Send***

Once all parties have signed, fully signed agreement will automatically upload into system

If signatures will be completed outside DocuSign:

Click ***Send out for Signature*** activity to change status

Route to contracting party for signatures via outlook email and/or mail, as necessary

Once all parties have signed, click ***Revise Agreement*** activity to upload the fully-executed document

Step 4: Activate Agreement

Click ***Activate Agreement*** *activity*

Ensure that all applicable *Internal* and *External* signatories are accounted for in final version; individuals who signed via UT-generated DocuSign should appear automatically, while those routed manually will need to be added.

Add/Update the *Effective* and *Expiration* dates.

Note: an email notification of activation will be sent to the Agreement Creator and PI.