HURON

# Huron Agreements

# Reviewer's Guide

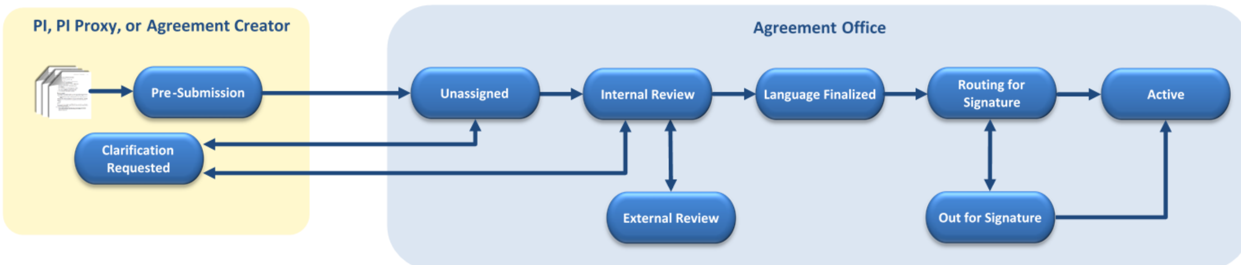
December 2019

# Table of Contents

# Workflow States and Transitions

Agreements Managers can perform all the activities that Agreements Reviewers perform. View the agreement software workflow diagram to see all the activities a user can perform in a particular state.

**Note:** Amendments follow a similar workflow to agreements.




| Initial State | During This State… | To Move to the next State… | Next State |
|---|---|---|---|
| **(No State)** | Any user can create a new agreement. | The agreement is saved in the system. (The user creating the new agreement clicks **Continue** on the first page of the agreement form or **Save** at the bottom of the page.) | Pre-Submission |
| **Pre-Submission** | The PI, assigned PI proxy, or Agreement Creator can edit the agreement. The PI, assigned PI proxy, Agreement Creator, or an Agreement Manager or Reviewer belonging to the office associated with the Agreement can add ancillary reviewers (e.g., department reviewers) to the agreement. | The PI, assigned PI proxy, the Agreement Creator, or an Agreement Manager or Reviewer belonging to the office associated with the Agreement submits the agreement to the agreement office. | Unassigned |
| **Unassigned** | Agreements Reviewer (REV) reviews the agreement. | REV takes ownership of the agreement or assigns it to another user. | Internal Review |
| | | REV requests clarification from the PI about the agreement submitted. | Clarification Requested |

| Initial State | During This State… | To Move to the next State… | Next State |
|---|---|---|---|
| **Clarification Requested** | The Pi, assigned PI proxy, Agreement Creator, or an Agreement Manager or Reviewer belonging to the office associated with the Agreement can edit the agreement in response to the reviewer's clarification request. | The PI, assigned PI proxy, or the Agreement Creator submits changes and responds to the reviewer's clarification request. | Unassigned or Internal Review (returns to the state in which the clarification request was made). |
| **Internal Review** | REV can generate the agreement for review.<br><br>REV can edit the agreement or upload a revision.<br><br>REV can e-mail the agreement to other Agreements software users to review.<br><br>REV can set up correspondence reminders to follow up with internal, 3rd party, or ancillary reviewers.<br><br>REV can add and notify ancillary reviewers of their reviews (if present) and update ancillary reviews. | REV moves the agreement to External Review.<br><br>**Note:** REV will move the agreement back and forth between Internal and External Review to reflect who is reviewing the agreement. | External Review |
| | | When all parties agree on the agreement language and all ancillary reviews are completed, REV approves the language. | Language Finalized |
| **External Review** | Same as Internal Review. | REV moves the agreement to Internal Review. See Note for Internal Review. | Internal Review |
| | | When all parties agree on the agreement language and all ancillary reviews are completed, REV approves the language. | Language Finalized |
| **Language Finalized** | REV can upload the final version of the agreement for signature (or confirm final agreement is in the system).<br><br>REV can convert the agreement to a PDF if the agreement should be watermarked before signing. | If the institution will sign first, REV routes the agreement for signature. | Routing for Signature (internal) |
| | | If the 3rd party will sign first, REV sends out the agreement for signature. | Out for Signature (external) |

| Initial State | During This State… | To Move to the next State… | Next State |
|---|---|---|---|
| **Routing for Signature (internal)** | REV can upload the final version of the signed document if wet ink signatures were obtained.<br><br>REV can convert the agreement to a PDF (if not done before receiving signatures). | Once all internal signatures are received, REV sends the agreement out to the 3rd party for signature. | Out for Signature |
| | | REV moves the agreement to Internal or External Review. | Internal Review or External review |
| | | When all signatures have been received, REV activates the agreement (or approves if an amendment). | Active ("Approved" for amendments) |
| **Out for Signature (external)** | Same as Routing for Signature. | Once the 3rd party signatures are received, REV routes the agreement for internal signatures. | Routing for Signature |
| | | REV moves the agreement to Internal or External Review. | Internal Review or External review |
| | | When all signatures have been received, REV activates the agreement (or approves if an amendment). | Active ("Approved" for amendments) |
| **Active** | REV can terminate the agreement.<br><br>The PI, assigned PI proxy, the Agreement Creator, or an Agreement Manager or Reviewer belonging to the office associated with the Agreement can create an amendment, provided there is no other active amendment to this agreement. | | |

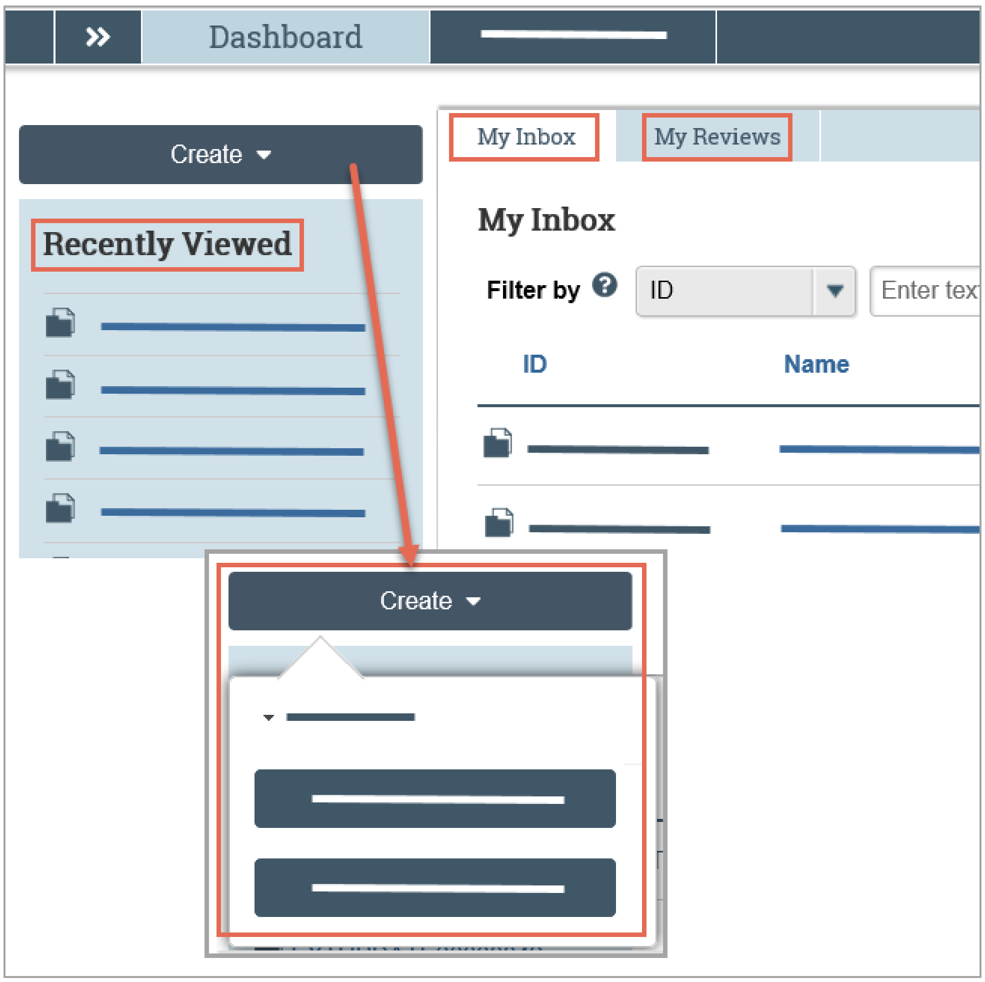
# Navigation and Basic Tasks

This section explains where to go to perform basic actions on an agreement.

### To find key items

From your Dashboard, you will see:

- **My Inbox:** Items that require you to take action.
- **My Reviews:** Items assigned to you to review. These are a subset of the items in My Inbox.
- **Create menu and buttons:** Actions you can perform. The menu will not show if you do not have access to any buttons.
- **Recently Viewed:** The last several items you viewed. Look here for an item you worked on recently.




### To take or assign ownership

1. In the Top Navigator, click **Agreements**.
2. Click the **Unassigned** tab.
3. Click the **Assign Owner** link.

The agreement will appear in the owner's inbox (My Inbox) whenever reviewer action is required.

### To open an agreement

1. From My Inbox, click the agreement name.
2. If the agreement is not in your inbox, click **Agreements** in the Top Navigator and locate the agreement on one of the tabs (All Agreements, Unassigned, etc.)

### To view the current status

1. In the agreement workspace, see the status in the top left.

### To take action on the agreement

1. In the agreement workspace, click the appropriate activity link on the left.

### To view agreement history

1. In the agreement workspace, click the **History** tab.

# Track and Manage Reviews

You can easily track agreement reviews and follow up with internal, 3rd party, and ancillary reviewers. All activities listed below are performed from the agreement workspace. See To open an agreement on page 7 for details.

Activities include:

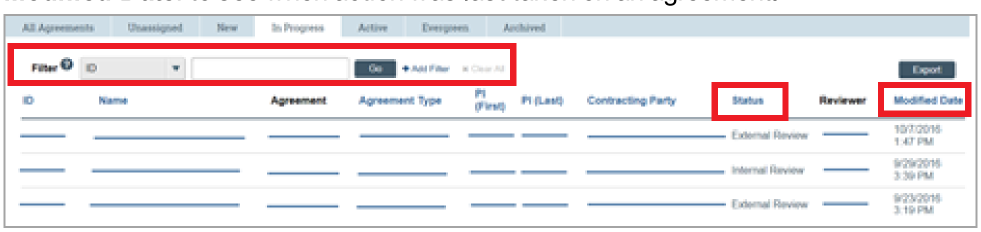
- Changing the agreement state to Internal Review or External Review to reflect who is reviewing the agreement (there is no state for ancillary review, which may be occurring at the same time).
- Finding agreements in review and viewing the last action taken.
- Creating reminders or action items for next steps.
- Editing the agreement or uploading a revised or final agreement.
- Following up with ancillary reviewers (see Manage Ancillary Reviews on page 9 for activities specific to ancillary reviews).

### To change agreement state to internal or external review

1. On the left, click **Move to Internal Review** or **Move to External Review** to reflect who is reviewing the agreement.

### To find agreements in review

1. In the Top Navigator, click **Agreements**.
2. Click the **In Progress** tab.
3. On the In Progress tab, see the following columns:
   a. **Status**: to find agreements in Internal Review and External Review.
   b. **Modified Date**: to see when action was last taken on an agreement.




> **Tip:** Use the “Filter” area to show only agreements in a certain status, such as Internal Review.

4. Open the agreement and review the history to see the last activity performed. See To open an agreement on page 7 and To view agreement history on page 7.

### To create and update "To Do" items

You can create “to do” items for yourself or other Agreements users, such as:

- A reminder to follow up with a reviewer.
- An action item for an internal user to complete a review.

1. On the left, click **Log Correspondence**.
2. Complete the form and click **OK**.
   **Note:** The system can notify the “Assigned to” person both when the item is created and on a reminder date.
3. On the Communication tab, use the links to update items or mark them as completed.

### To edit or revise the agreement

You can perform either of the following activities:

- **Edit Agreement**: to change the existing agreement.
- **Revise Agreement**: to upload a revised or final agreement.

# Manage Ancillary Reviews

All activities listed below are performed from the agreement workspace. See To open an agreement on page 7 for details. To set reminders to perform ancillary review activities, see To create and update "To Do" items on page 8.

### To view assigned ancillary reviewers

On the History tab, the list of ancillary reviewers appears above the history log.

1. Review the **Reqd** column. Required reviews must be completed before the agreement language can be approved.

### To add an ancillary reviewer

1. On the left, click **Manage Ancillary Reviews**.
2. Click **Add**.
3. Next to Organization or Person, click **Select** and choose the organization or person. Click **OK**.
4. Complete the rest of the form and click **OK**.

### To notify ancillary reviewers

1. On the left, click **Notify Ancillary Reviewers**.
2. Select the reviewers you want to notify and type a message.
3. Click **OK**.

### To update an ancillary review

1. On the left, click **Manage Ancillary Reviews**.
2. Click **Update** next to the person or organization for the review you want to enter.
3. Complete the form, indicating if the reviewer accepted the submission, and click **OK**.

# Wrap Up Agreement Review

After all internal, 3rd party, and required ancillary reviews are completed, the agreement language can be approved, and the agreement can be signed.

All activities appear on the left of the agreement workspace.


The following checklist includes the activities to perform to complete the review process:

1. **Approve Language**: During this activity, you will indicate if the agreement will be routed for internal signature first.
2. **Convert to PDF**: Depending on your system setup, this activity may also add a watermark to the PDF. Your institution may prefer you to convert to PDF after signatures have been received.
3. **Route for Signature**: If you are routing for internal signatures first, then perform Send Out for Signature next.
4. **Send out for Signature**: If you are sending the agreement out for external signatures first, then perform Route for Signature next.
5. **Activate (or Approve for amendments)**: After all signatures have been received and the agreement is converted to PDF, perform this activity to complete the review process.

Published by Huron Consulting Group Inc.
9170 NE Turing Court
Suite 100
Hillsboro, OR  97006