Doc Juris

This guide outlines how to request contracts in FVSU's new routing process

1 Contract Requests

Requests for contract reviews must be submitted through the contract routing form at the link below.

Requestor Form

When you submit a request through the above link, the second-level approver that you designate will review and approve.

What happens after second level approval?

Three parallel approval processes will commence sequentially **before** final signatures from the VP of Finance:

1. Title III and Sponsored Programs
2. Plant and IT
3. Legal and Procurement

What if the contract does not require an approval from Title III, Sponsored Programs, Plant or IT?

Depending on the contract routing form answers, the new approval process will initiate approval requests automatically. However, if one of the above approvers is not involved, the system will skip down to the next approver, which involves at least Legal and Procurement in all cases.

2 Approvals Dashboard

Each request is logged in a contract routing dashboard containing details, attachments, and a communication forum.

Dashboard

The approval dashboard can be filtered and sorted based on permissions as an approver or requester.
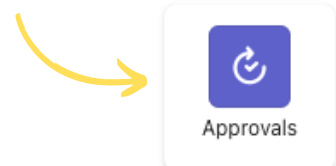

How do we collaborate on a request?

After double-clicking a request in the dashboard, you can edit details or start a conversation by mentioning staff members.

How else can I track my requests?

In addition to the approval dashboard, you can check Microsoft Teams. Look for the Approvals icon to view and track requests that you've made.

FAQ

What happens if a request is denied?

Title III, Sponsored Programs, Plan, IT, Legal, and Finance can deny requests. Denied requests will be canceled, and the routing workflow will no longer continue. As a result, you will be responsible for submitting a new request.

What about other workflows such as the EDP process?

The FVSU contract routing process does not replace other policies and requirements including the EDP process. The routing workflow is primarily designed to obtain approvals from the appropriate departments for the review, negotiation, and execution of a contract.

Do I have to key in each approver?

No, the routing process will automatically determine the appropriate approvers to include in the process depending on your answers to the routing form.

Can I create custom views for requests and filter them?

Yes, the dashboard contains features that allow you to sort, filter, and save views for future bookmarking. We've already configured a few views for the team — all submissions, approvals, and compliance/legal.

Where are the attachments?

Double-click a request in the contract routing dashboard and scroll to the bottom. If additional attachments need to be added, click Edit All, and you will see the option to upload additional docs.

📎 Attachments

OSFL-coi- sample_Karin Vinson.pdf
Revised-Consultant-Agreement-1_Karin Vinson.pdf
sb529_sample_contractor_affidavit_Karin Vinson.p...