Contract Workflow

Contracting Target Goal: Varies by Type

A | Research Administration
research.uahs.arizona.edu

1 Contract Submitted — Days

	Days
UA Negotiator Assigned (assignments on Friday)	1 - 4

2 Redline — Days

	Days
UA Initial Redline	7

3 Negotiation ↻ — Days

	Days
UA Sends Draft to Sponsor	1
Sponsor Response #1* ●	varies as needed
Negotiation/Counteroffer/Call	
Sponsor Response #2* ●	varies as needed
Negotiation/Counteroffer/Call	
Sponsor Response #3* ●	varies
Terms Accepted or Negotiation Continues	5
Negotiation/Counteroffer/Call	as needed

↻ This process will continue until all parties have agreed upon terms.

APPROVED FOR SIGNATURE:
● UAHS   ● Sponsor

	Days
* Follow-Up Weekly	
Sponsor Follow-Up, c.c. PI (2X)	5
No Response, Escalate to PI*	1
PI Reaches Out to Sponsor	1

4 Final — Days

UAR/PDD FULLY APPOVED:
● PI   ● UAHS   ● SPS   varies

	Days
Final QA/QC	1
PI Signature* ●	1
Sponsor Signature* ●	2
* Follow-Up Weekly	5

Escalation

Discuss Options   ● UAHS
1. Walk away from study
2. Best and final offer
3. Continue negotiations
4. Talk to PI
5. Business decision

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UA Internal Escalation (as needed)

Risk Management	Export Control
HIPAA Privacy Program	Office of General Counsel
IT Security	Sponsored Projects Services
Tech Launch Arizona	Department†

† For jurisdiction, publication waiver

LEGEND
UAHS Research Admin.	●
Sponsor/CRO	●
PI/Study Team	●
Other UA Offices	●

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