OSP Contract Procedure

1. When an award is received it is either through Samanage as a ticket from the PI/Department or by email and OSP puts in the ticket.
2. The administrator reads through the contract and makes any changes that he/she can by using the FAR/DFAR spreadsheet, legal language guidelines, etc…
3. The administrator sends the contract to the appropriate departments for review.
   1. Legal
   2. ORC&S
   3. OTM
4. After reviews are received back from legal, ORC&S and OTM, the changes are made to the contract and sent to the sponsor for review. A CUI form is sent to the sponsor if needed.
5. While the contract is with the sponsor for review, if a TCP is needed or FGTRP briefing, ORC&S takes care of that with the PI.
6. Once the sponsor has reviewed the contract, they will email a revised contract or address our requested changes (whether they will make the changes or not).
7. Depending on what changes are in question, the administrator will go back to legal, ORC&S or OTM for review and to get a definite answer as to whether or not MSU can accept the sponsor’s determination.
8. After all of the negotiations are finalized, the contract is awarded and will go to SPAccounting for an account number.

There are a lot of issues that factor into the timeline for the contract negotiation process.

1. The amount of time it takes for the administrator to review the contract. (usually 1-2 days)
2. How long the review is for legal (usually 1-2 weeks), ORC&S (usually 1-2 days) and OTM (???)
3. Once the requested changes go to the sponsor, it can take anywhere from hours to months.
4. Usually when we get the sponsor review back it takes about 1-2 days to decide whether or not we will accept. Some situations that may be “deal breakers” will take longer to decide on.

It is very hard to give a timeline on negotiating a contract since there are so many factors that play into it. However, OSP/ORC&S have made great strides in streamlining the process as much as we can. If we cannot get the CUI form from the sponsor quickly, ORC&S will go ahead and start the TCP process so we are not waiting on the sponsor for a lengthy amount of time. ORC&S will also go ahead and work on the CUI, FGTRP, export, etc…issues.