

## PROCEDURES FOR NON-RESEARCH CONTRACT APPROVAL

The Western Michigan University's Board of Trustees has retained the right to establish the contracting authority policy. As such, the following procedures must be followed:

- 1) For non-research contracts, obtain the contract checklist at [www.wmich.edu/](http://www.wmich.edu/) and complete it.
  - a) For non-research contracts that are for \$50,000 or less, send the contract and completed checklist to Tim Kellogg, Manager of Business Services, 2016 Administration Building.
  - b) For non-research contracts that are for more than \$50,000, send the contract and completed checklist to Jan Van Der Kley, Controller and Assistant Treasurer, 3082 Administration Building.
- 2) Contracts that are not accompanied by the completed checklist will be returned.
- 3) Forward a COPY of the contract and checklist to the Office of the General Counsel. Electronic copies are preferred.
- 4) Contract review will normally be completed within two weeks of receipt.
- 5) The Office of the General Counsel only reviews for legal form. The Business and Finance office reviews the business terms for reasonableness.
- 6) The Office of the General Counsel will review the agreement and forward any comments/concerns to the contract administrator and to the appropriate Business and Finance individual. Any additional comments/concerns raised by the Business and Finance personnel will also be provided to the contract administrator with a copy to the Office of the General Counsel.
- 7) The contract administrator is responsible for communicating any required/requested changes to the outside party.
- 8) Responses received from the outside party should be forwarded by the contract administrator to the Office of General Counsel and to the Business and Finance representative.
- 9) The Office of General Counsel and Business and Finance representative will respond to the additional information received from the outside party. In the event the outside party's response is from that party's legal counsel, the Office of the General Counsel will respond directly to the outside party's legal counsel.
- 10) Contracts for \$50,000 or less will be signed by Tim Kellogg.  
Contracts for more than \$50,000 will be signed by Jan Van Der Kley.
- 11) After signing, the completed contract will be returned to the contract administrator to distribute to the outside party and to obtain any additional signatures needed.
- 12) The signed contract should be retained by the contract administrator for a period of six years after the contract is terminated. Copies of the contract ARE NOT maintained by the Office of General Counsel or by Business and Finance.
- 13) Board of Trustees approval is also required for property and facility leases for more than one year's duration or for the sale and purchase of real property.

[Note: If you have received written authority from the Board of Trustees to execute routine agreements that are in a form approved by the Vice President for Business and Finance and the Office of the General Counsel, this procedure does not alter your ability to execute those documents without review, so long as they have not been altered in any way.]

## **ROUTING TIPS FOR CONTRACTS**

**Non-grant contracts for \$50,000 or less** to Tim Kellogg, Manager of Business Services, 2016 Administration Building.

**Non-grant contracts for more than \$50,000** to Jan Van Der Kley, Controller and Assistant Treasurer, 3082 Administration Building.

All **research contracts** to your assigned Research Officer. Also, please see [www.wmich.edu/research](http://www.wmich.edu/research)

All **non-disclosure agreements and intellectual property agreements** to Mike Sharer, Director of Technology Transfer and Licensing, 206 Walwood.