

Getting Started Checklist

Step 1. Prior to initiating an agreement/contract, refer to the following policies for requirements of academic agreements (important information to include in the agreement) and the review and approval process:

- [APSU Policy 2:065 Academic Approval and Signatory Authority for Academic Agreements](#)
- [APSU Policy 4:002 Delegation of Authority for Approval and Execution of Contracts and Agreements](#)

If the Highest Level of Approval (per the chart above) is the Provost/SVPAA or the President, follow these steps:

Step 2. The initiating department (cultivator of relationship/daily oversight of agreement) must notify the college dean or direct supervisor, immediately. If the dean or direct supervisor supports the development of a draft agreement, the initiating department should draft the agreement in consultation with the appropriate college dean or direct supervisor. After the agreement has been drafted, the initiating department will collect feedback in the steps below and revise the agreement with the lead author.

Step 3. The Senior Vice Provost and Associate Vice President of Academic Affairs (SVP/AVPAA) or Academic Affairs Project Specialist will review the draft agreement and provide feedback.

Step 4. After the revisions from SVP/AVPAA or Academic Affairs Project Specialist have been approved, the initiating department will provide a Word version of the draft agreement to the appropriate offices (such as Finance and Legal Affairs). If the agreement includes a financial obligation, the Vice President for Finance and Administration must review and approve the financial portion of the agreement between APSU and the other party(ies) involved.

Step 5. Once the agreement is ready for approval, the Academic Affairs Project Specialist and/or dean of the college affected by the agreement will send the agreement, including all supporting documentation through the academic approval process, and will complete the pre-approval form (Finance & Administration, Legal Affairs, Associate Provost for Research, Executive Director of Extended and International Education, Senior Vice Provost/AVPAA,, etc.).

Step 6. After all of the appropriate individuals have reviewed the agreement and signed pre-approval form, the Academic Affairs Project Specialist and/or dean of the college will send the agreement/contract and supporting documentation (including pre-approval form) to Procurement and Contract Services (PACS) via Govs E-shop to be routed for final approvals with all supporting documents attached to the requisition.

Step 7. PACS will review and obtain signatures of all appropriate individuals, including the Provost/SVPAA (if applicable) and the President (if applicable), via DocuSign. If DocuSign is not an option for the vendor/affiliate, signatures can be obtained by other means (scanned, wet etc.).