

# **Policy on Management of Non-Responsive Counterparties to Consulting Agreements**

**Effective Date:** 2026-02-11

**Responsible Office:** CU Anschutz Innovations

**Applies To:** All School of Medicine faculty, staff, and administrative units involved in the negotiation and execution of consulting agreements.

---

## **1.0 Purpose**

To establish a standardized procedure for managing consulting agreements where the external counterparty becomes non-responsive. This policy aims to ensure the efficient use of University resources and the timely progression of contractual matters.

## **2.0 Policy Statement**

The University of Colorado Anschutz is committed to the timely execution of all agreements. When a counterparty to a proposed consulting agreement fails to respond to communications, the following procedures shall be implemented to manage the associated workflow.

### **2.1 Initial Non-Responsiveness Period and Escalation**

If a counterparty has been non-responsive to communications for a continuous period of three (3) consecutive weeks, during which at least weekly email attempts to contact the counterparty have been documented, the responsible University administrative unit shall notify the relevant department and the principal faculty member and (b) change the status of the associated workflow in Ironclad to "Paused – Awaiting Counterparty Response."

### **2.2 Workflow Cancellation Due to Prolonged Non-Responsiveness**

If the counterparty's non-responsiveness continues for a total continuous period of three (3) months from the date the workflow was placed on pause, the responsible CU Anschutz Innovations shall cancel the workflow in Ironclad. Upon cancellation, CU Anschutz Innovations shall provide written notification of the cancellation to the relevant department and faculty member.

### **2.3 Re-engagement After Workflow Cancellation**

Should engagement with the previously non-responsive counterparty become necessary after a workflow has been cancelled pursuant to Section 2.2, a new workflow must be initiated in Ironclad. The cancelled workflow cannot be reinstated.