

**CU Denver
Contract Signature Matrix**

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**CU Denver
Procurement
Contract Signature Matrix**

	Category of Contract	Business Review (In Order by Preference)	Legal Review	Individuals With Institutional Signature Authority (In Order by Preference)	University of Colorado Approval (In Order by Preference)
1	Procurement Agreements - The procurement of all goods and services must be made in accordance with the University of Colorado Procurement Rules as well as any other applicable authority to ensure accountability to the public and fairness to the vendors for the purchase of goods and services. See purchasing guidelines at: https://www.cusys.edu/psc/ . All purchases requiring a contract shall be reviewed and processed in the following manner prior to committing university resources and or receiving goods or services:				
1(a)	Procurement Agreements greater than \$5,000	(1) Originating Department and (2) If any international consulting/personal services agreements including international hires, Office of International Affairs (OIA).	Procurement Service Center	(1) Procurement Service Center Purchasing Agent or (2) Director of Procurement Operations.	<u>For University Controller:</u> (1) Director of Accounting/Deputy Controller or (2) Assistant Vice Chancellor for Finance and Controller or (3) Associate Vice Chancellor for Budget and Finance

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Procurement
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1(b)	Procurement Agreements less than or equal to \$5,000	(1) Originating Department and (2) If any international consulting/personal services agreements including international hires, Office of International Affairs (OIA).	If the contract contains any of the terms or conditions listed in Appendix A, the contract should be reviewed and approved by the Campus Legal Office "prior" to signing the agreement. See Appendix A at: http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/Fiscal/SignAuthAppendixA.pdf (Note: Any agreements for the procurement of legal services regardless of amount must be approved by the Campus Legal Office.)	<u>Denver Campus</u> - (1) Assistant Dean of Budget and Finance. <u>Anschutz Medical Campus</u> - (1) Departmental Administrator or Director of Finance and Administration. <u>Denver / Anschutz Campuses</u> - (2) The Provost or the Dean of the applicable College / School may delegate signature authority to additional personnel as appropriate, or (3) Director of Accounting/Deputy Controller or (4) Assistant Vice Chancellor for Finance and Controller.	On-line purchases with a procurement card that include on-line terms and conditions ("click thru" agreement) may be accepted by the department without legal review.

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**CU Denver
Sponsored Programs
Contract Signature Matrix**

	Category of Contract	Business Review (In Order by Preference)	Legal Review	Individuals With Institutional Signature Authority (In Order by Preference)	University of Colorado Approval (In Order by Preference)
1	Grant Applications and Contract Proposals - For detailed information on grant routing and procedures see the following website: http://ucdenver.edu/academics/research/AboutUs/GrantsContractsOffice/award-administration/preaward/Pages/Routing.aspx	(1) Originating Department and (2) If any international activity is involved (including international hires), Office of International Affairs (OIA).	Only refer applications and proposals for review if there are questionable clauses or perceived problems.	(1) Manager of Preaward or (2) Manager of Contracting or (3) Assistant Director of Pre-Award/Contracts/Policy or (4) Director of Grants and Contracts or (5) Vice Chancellor for Research.	Does not apply
2	Award (Federal, State, Private, Clinical Trial) - Is a grant or contract from a governmental entity or private sponsor. The award includes terms that bind the university to a line of scholarly or scientific inquiry. The statement of work specifies programmatic objectives mutually agreed upon by the university and the sponsor, which are to be accomplished within a specific period of time or within a detailed budget framework. For additional characteristics of an award see Administrative Policy Statement titled "Sponsored Project Revenues" at: https://www.cu.edu/policies/aps/academic/1005.html	(1) Originating Department and (2) If any international activity is involved (including international hires), Office of International Affairs (OIA).	Only refer contracts or agreements to University Counsel for review if there are questionable clauses or perceived problems.	(1) Manager of Preaward or (2) Manager of Contracting or (3) Assistant Director of Pre-Award/Contracts/Policy or (4) Director of Grants and Contracts or (5) Vice Chancellor for Research.	Does not apply
3	Subcontract - Contracting for services provided by another entity, which will be paid from restricted funds (prior approval of Sponsor is normally required).	(1) Originating Department and (2) If any international consulting/personal services agreements including international hires, Office of International Affairs (OIA).	Grants and Contracts is delegated authority for review. Only refer subcontracts to University Counsel for review that do not conform to CU Denver standardized format.	(1) Designated Sub-Contract Specialist or (2) Manager of Contracting or (3) Assistant Director of Pre-Award/Contracts/Policy or (4) Director of Grants and Contracts or (5) Vice Chancellor for Research.	Does not apply
4	Clinical Trial Confidentiality Agreements - Allows university researchers to discuss the details of confidential research in anticipation of a clinical trial.	(1) Originating Department and (2) Office of Grants and Contracts.	Only refer contracts that do not conform to pre-approved or CU Denver standardized formats.	(1) Vice Chancellor for Research or (2) Director of Grants and Contracts* or (3) Assistant Director of Pre-Award Contracts/Policy* or (4) Manager of Contracting* <i>*Only when the Vice Chancellor of Research is unavailable.</i>	Does not apply

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**CU Denver
Technology Transfer
Contract Signature Matrix**

	Category of Contract	Business Review (In Order by Preference)	Legal Review	Individuals With Institutional Signature Authority (In Order by Preference)	University of Colorado Approval (In Order by Preference)
1	Invention Submission Forms - Allows university researchers to inform TTO that research in their department has resulted in a discovery.	(1) Originating Department	Does not apply	Inventor	Does not apply
2	Material Transfer Agreements - Allows university researchers to receive or provide research materials from or to an outside institution while still protecting Intellectual Property rights on the research materials. Contact IP Manager for assistance in document preparation or review/negotiation.	(1) Originating Department and (2) If any international consulting/personal services agreements including international hires, Office of International Affairs (OIA).	All contracts should be sent to Technology Transfer Office for review	(1) Associate Vice President of Technology Transfer or (2) Director of Technology Transfer (Note: Material Transfer Agreements that provide campus resources and or materials transferred to an entity other than an institution of higher education or a non-profit research institution requires prior business review from the Dean's designee at the respective school or college before the agreement may be approved and signed by the individuals listed above.)	Does not apply
3	Confidential Disclosure Agreements - Allows university researchers to discuss the details of confidential research with outside parties while still protecting the Intellectual Property rights on the research. Please contact IP Manager for CDA preparation at: https://www.cusys.edu/techtransfer/ . (Note: Clinical Trial Confidentiality Agreements are routed through the Office of Grants and Contracts.)	(1) Originating Department, (2) Technology Transfer Office	If related to upcoming license agreement, contract should be sent to Technology Transfer Office for review. If related to clinical trials, contract should be sent to the Office of Grants and Contracts for review.	(1) Associate Vice President of Technology Transfer or (2) Director of Technology Transfer	Does not apply

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**CU Denver
Technology Transfer
Contract Signature Matrix**

	Category of Contract	Business Review (In Order by Preference)	Legal Review	Individuals With Institutional Signature Authority (In Order by Preference)	University of Colorado Approval (In Order by Preference)
4	Exclusive License - An agreement between a company and the university where the company is receiving exclusive licensing rights to our Intellectual Property at: http://www.cusys.edu/techtransfer/campus/forms.html .	(1) Originating Department, (2) Technology Transfer Office	All contracts should be sent to Technology Transfer Office for review	Associate Vice President of Technology Transfer	Does not apply
5	Non-Exclusive License - An agreement between a company and the university where the company is receiving non-exclusive licensing rights to our Intellectual Property. Multiple companies may negotiate concurrent non-exclusive licenses with the university to acquire rights to the same Intellectual Property at: http://www.cusys.edu/techtransfer/campus/forms.html .	(1) Originating Department, (2) Technology Transfer Office	All contracts should be sent to Technology Transfer Office for review	Associate Vice President of Technology Transfer	Does not apply
6	Software License - An agreement between a company and the university where the company is receiving non-exclusive licensing rights to a software product developed at the university on an as-is basis at: https://www.cusys.edu/techtransfer/ .	(1) Originating Department, (2) Technology Transfer Office	All contracts should be sent to Technology Transfer Office for review	Associate Vice President of Technology Transfer	Does not apply
7	Start-up License - An agreement between a start-up and the university where ownership in the new company is provided as consideration for receiving licensing rights to CU's Intellectual Property at: https://www.cusys.edu/techtransfer/ .	(1) Originating Department, (2) Technology Transfer Office	All contracts should be sent to Technology Transfer Office for review	Associate Vice President of Technology Transfer	Does not apply

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**CU Denver
Technology Transfer
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	Category of Contract	Business Review (In Order by Preference)	Legal Review	Individuals With Institutional Signature Authority (In Order by Preference)	University of Colorado Approval (In Order by Preference)
8	Exclusive Option License - An agreement between a company and the university where the company is receiving an option to negotiate a royalty-bearing, exclusive and sub licensable licensing rights to CU's Intellectual Property at: http://www.cusys.edu/techtransfer/campus/forms.html .	(1) Originating Department, (2) Technology Transfer Office	All contracts should be sent to Technology Transfer Office for review	Associate Vice President of Technology Transfer	Does not apply
9	Biomaterials License - An agreement between the University and the company where the company is paying a license fee for biological materials created in a University laboratory at: https://www.cusys.edu/techtransfer/ .	(1) Originating Department, (2) Technology Transfer Office	All contracts should be sent to Technology Transfer Office for review	Associate Vice President of Technology Transfer	Does not apply

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**CU Denver
Revenue Contracts
Contract Signature Matrix**

	Category of Contract	Business Review (In Order by Preference)	Legal Review	Individuals With Institutional Signature Authority (In Order by Preference)	University of Colorado Approval (In Order by Preference)
1	Education Services - State Funded New or Continuing Programs (main campus), Extended Studies New Program and Non-Credit - Agreements to develop and implement new programs to provide educational services to students where tuition and fees are charged for D1, D2, H1, and H2 programs (Note: this includes agreements for the international exchange of students and academic collaborations).	<u>Originating Department:</u> (1) Associate Dean, (2) Dean, (3) Associate Vice Chancellor for Academic Planning, (4) Assistant Vice Chancellor for Office of International Affairs (if international activity), and (5) Provost.	Only refer contracts or agreements for review if there are questionable clauses or problems are perceived.	<u>Denver Campus</u> - (1) Provost and (2) Vice Chancellor for Administration and Finance or (3) Associate Vice Chancellor for Academic Planning or (4) Associate Vice Chancellor for Budget and Finance <u>Anschutz Medical Campus</u> - (1) Vice Chancellor for Health Affairs and (2) Dean of Originating Department or (3) Associate Vice Chancellor for Academic Planning or (4) Associate Vice Chancellor for Budget and Finance	Does not apply
2	Education Services - (Existing Program) Extended Studies, Conferences, and Non-Credit Conference - Agreements to provide educational services/instruction for a limited time period that do provide for the formal granting of continuing education credit. (Note: any goods and services that are necessary to procure in order to hold the educational services / conference such as but not limited to hotel, meeting space, dining facilities, etc. must be routed the Procurement Service Center (PSC) and approved in advance by the PSC prior to the event taking place at: http://www.cu.edu/psc/purchasing/now-what.html).	<u>Originating Department:</u> (1) Fiscal Manager, (2) Fiscal Principal, (3) Fiscal Officer, and (4) If any international activity is involved (including international hires), Office of International Affairs (OIA).	Only refer contracts or agreements for review if there are questionable clauses or problems are perceived.	<u>Denver Campus</u> - (1) Assistant Vice Chancellor for Finance and Controller or (2) Assistant Vice Chancellor for Academic Technology/Extended Learning or (3) Associate Vice Chancellor for Budget and Finance <u>Anschutz Medical Campus</u> - (1) Assistant Vice Chancellor for Finance and Controller or (2) Associate Vice Chancellor for Budget and Finance or (3) Vice Chancellor for Administration and Finance	Does not apply
3	Education Services - School of Education Division of Continuing and Professional Education University Credit Request and Contract - Agreements for instructor courses to be recognized for university credit or professional credit.	(1) Originating Department and (2) If any international consulting/personal services agreements including international hires, Office of International Affairs (OIA).	Only refer contracts that do not conform to pre-approved or CU Denver standardized formats.	<u>Denver Campus</u> - (1) Business Manager or Director (School of Education and Human Development - CE) or (2) Assistant Vice Chancellor for Finance and Controller or (3) Associate Vice Chancellor for Budget and Finance	Does not apply

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**CU Denver
Revenue Contracts
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4	Sales of Goods and Services - This includes but is not limited to revenue generated from auxiliary operations such as laboratory testing services, professional services and other miscellaneous agreements. This excludes awards from federal, state, private sponsors, and clinical trials that are considered sponsored agreements per Administrative Policy Statement titled "Sponsored Project Revenues" at: https://www.cu.edu/policies/ .	Originating Department - (1) Fiscal Manager, (2) Fiscal Principal, (3) Fiscal Officer, and (4) If any international activity is involved (including international hires), Office of International Affairs (OIA).	Only refer contracts that do not conform to pre-approved or CU Denver standardized formats.	<u>Denver Campus and Anschutz Medical Campus</u> - (1) Director of Accounting/Deputy Controller or (2) Assistant Vice Chancellor for Finance and Controller or (3) Associate Vice Chancellor for Budget and Finance or (4) Vice Chancellor for Administration and Finance	Does not apply
5	Pharmaceutical Unrestricted Educational Grants - Support provided by pharmaceutical companies for conferences, honorarium, speakers, etc. (Note: contract can be in the form of a letter agreement that must follow signature approval as noted in matrix).	Originating Department - (1) Fiscal Manager, (2) Fiscal Principal, (3) Fiscal Officer (Note: Prior approval is required from the Office of Continuing Medical Education before unrestricted educational grant monies can be accepted to support a conference that will issue continuing education credits to conference participants.)	Only refer contracts or agreements for review if there are questionable clauses or problems are perceived.	<u>Denver Campus and Anschutz Medical Campus</u> - (1) Director of Accounting/Deputy Controller or (2) Assistant Vice Chancellor for Finance and Controller or (3) Associate Vice Chancellor for Budget and Finance or (4) Vice Chancellor for Administration and Finance	Does not apply
6	Preceptorships - A teaching program developed for an external entity to attend various lectures presented by physicians employed by the University and case study discussions. University is required to obtain patient consent (shadowing agreements) authorizations and approvals sufficient to allow representatives of the external entity to participate in all aspects of the teaching program. Representatives of the external entity attending the preceptorship are required to provide evidence of HIPAA training and must execute confidentiality statements.	Originating Department and HIPAA Office.	HIPAA Project Manager/Privacy Officer	<u>Anschutz Medical Campus</u> - (1) Director of Accounting/Deputy Controller or (2) Assistant Vice Chancellor for Finance and Controller or (3) Associate Vice Chancellor for Budget and Finance or (4) Vice Chancellor for Administration and Finance	Does not apply

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**CU Denver
Revenue Contracts
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	Category of Contract	Business Review (In Order by Preference)	Legal Review	Individuals With Institutional Signature Authority (In Order by Preference)	University of Colorado Approval (In Order by Preference)
7	Continuing Medical Education Exhibitor / Support Agreements - Contracts for exhibitor space at a Continuing Medical Education (CME) program or sponsorship of a CME program by an exhibitor.	Continuing Medical Education	Only refer agreements for review if there are questionable clauses or problems are perceived.	<u>Anschutz Medical Campus</u> - (1) Director of CME (for amounts up to \$5,000 on form pre-approved by Legal) or (2) Associate Dean, CME (for amounts up to \$5,000 on form pre-approved by Legal) or (3) Director of Accounting/Deputy Controller (for amounts greater than \$5,000 or if contract is on a form that was "not" pre-approved by Legal) or (4) Assistant Vice Chancellor for Finance and Controller (for amounts greater than \$5,000 or if contract is on a form that was "not" pre-approved by Legal)	Does not apply
8	Development of Online Course (Faculty Course Developer) - Agreement to create online teaching courses without additional remuneration.	(1) Originating Department, (2) Academic Technology, Extended Learning, and (3) If any international activity is involved (including international hires), Office of International Affairs (OIA).	Only refer contracts that do not conform to pre-approved or CU Denver standardized formats.	<u>Denver Campus</u> - Dean - originating department and Assistant Vice Chancellor for Academic Technology and Extended Learning	University Controller Delegate
9	CU Succeed Gold Program - Agreements for courses offered in high schools through the Academic Outreach Programs at the Denver Campus.	<u>Denver Campus</u> - Pre-Collegiate Development.	Only refer contracts that do not conform to pre-approved or CU Denver standardized formats.	<u>Denver Campus</u> - (1) Director of Academic Outreach Programs or (2) Director of Pre-Collegiate Development or (3) Director of Accounting/Deputy Controller or (4) Assistant Vice Chancellor for Finance and Controller or (5) Associate Vice Chancellor for Budget and Finance	<u>For University Controller:</u> (1) Assistant Vice Chancellor for Finance and Controller or (2) Associate Vice Chancellor for Budget and Finance
10	Library (access to online library information - Health Sciences) - Agreements with participating institutions to access online library information for use by other health science libraries.	<u>Anschutz Medical Campus</u> - Health Sciences Library	Only refer contracts that do not conform to pre-approved or CU Denver standardized	<u>Anschutz Medical Campus</u> - (1) Deputy Director of Health Sciences Library or (2) Director of Health Sciences Library	Does not apply

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**CU Denver
Revenue Contracts
Contract Signature Matrix**

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11	Accountable Student Fee Contract - Agreements for students enrolled in a professional health care program to pay an annual program support fee.	<u>Anschutz Medical Campus</u> - (1) Student Administrative Services, (2) Admissions	Only refer contracts that do not conform to pre-approved or CU Denver standardized formats.	<u>Anschutz Medical Campus</u> - University Registrar	Does not apply
12	Bill of Sale - Sale of student loans to College Invest under the Family Education Loan Program.	Director of Financial Aid	Only refer contracts that do not conform to pre-approved or CU Denver standardized formats.	(1) Assistant Vice Chancellor for Finance and Controller or (2) Associate Vice Chancellor for Budget and Finance or (3) Vice Chancellor for Administration and Finance	Does not apply

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**CU Denver
Clinical
Contract Signature Matrix**

	Category of Contract	Business Review (In Order by Preference)	Legal Review	Individuals With Institutional Signature Authority (In Order by Preference)	University of Colorado Approval (In Order by Preference)
1	Clinical - Medical services provided to external entities (Note: Clinical trials are routed through the Office of Grants and Contracts).	(1) Dean of Applicable School or (2) Originating Department (Note: School of Medicine activity requires UPI review)	<u>All – Associate University Counsel</u>	(1) Vice Chancellor for Health Affairs or (2) Vice Chancellor for Administration and Finance (Note: School of Medicine Clinical Agreements also require signatory approval from the Executive Director of UPI). Contract Amendments may be signed by School of Medicine Department Chairs to modify terms related to the following ONLY: a) period of performance; b) identity of School of Medicine faculty member(s) performing services; c) number of hours of service or percentage of FTE devoted to performing the services; and d) rate of compensation. All other modifications require signature of (1) Vice Chancellor for Health Affairs or (2) Vice Chancellor for Administration and Finance or Executive Director of UPI.	Does not apply
2	Graduate Medical Education Master Affiliation Agreement (MAA) - Agreements with affiliated hospitals for the services of medical residents in the Graduate Medical Education Program.	Graduate Medical Education	Only refer contracts that do not conform to pre-approved or CU Denver standardized formats.	Vice Chancellor for Health Affairs	Does not apply

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**CU Denver
Clinical
Contract Signature Matrix**

	Category of Contract	Business Review (In Order by Preference)	Legal Review	Individuals With Institutional Signature Authority (In Order by Preference)	University of Colorado Approval (In Order by Preference)
3	Graduate Medical Education Resident Staffing and Compensation Agreement (Exhibit A of MAA) - Annual agreement to document the number of Residents and the related cost.	(1) Originating Department and (2) If any international consulting/personal services agreements including international hires, Office of International Affairs (OIA).	Only refer contracts that do not conform to pre-approved or CU Denver standardized formats.	Vice Chancellor for Health Affairs	Does not apply
4	Graduate Medical Education Training Site Agreements/ Program Letter of Agreement - Agreements to non MAA hospitals for Graduate Medical Education training sites.	(1) Graduate Medical Education and (2) If any international activity is involved (including international hires), Office of International Affairs (OIA).	Only refer contracts that do not conform to pre-approved or CU Denver standardized formats.	(1) Program Director and (2) Associate Dean of Graduate Medical Education and (3) Vice Chancellor for Health Affairs.	Does not apply
5	Graduate Medical Education Training Site Agreements/ Program Letter of Agreement - Agreements to MAA hospitals for Graduate Medical Education training sites.	(1) Graduate Medical Education and (2) If any international activity is involved (including international hires), Office of International Affairs (OIA).	Only refer contracts that do not conform to pre-approved or CU Denver standardized formats.	<u>Anschutz Medical Campus</u> - (1) Program Director and (2) Associate Dean of Graduate Medical Education.	Does not apply
6	Graduate Medical Education Training Agreements - Agreements with Residents participate in the Training Program of the University and its affiliated hospitals for the full term of their appointment.	Graduate Medical Education	Only refer contracts that do not conform to pre-approved or CU Denver standardized formats.	<u>Anschutz Medical Campus</u> - (1) Associate Dean, Graduate Medical Education or (2) Director of Administration and Finance, Graduate Medical Education.	Does not apply

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**CU Denver
Clinical
Contract Signature Matrix**

	Category of Contract	Business Review (In Order by Preference)	Legal Review	Individuals With Institutional Signature Authority (In Order by Preference)	University of Colorado Approval (In Order by Preference)
7	Student Clinical Training - Agreements (except the residency agreements handled through GME) for the educational student training experience in a clinical setting.	Respective School (Note: If payments are required to clinical site, route through Procurement Service Center) and (2) If any international activity is involved (including international hires), Office of International Affairs (OIA).	Only refer contracts that do not conform to pre-approved or CU Denver standardized formats.	<u>Anschutz Medical Campus</u> 1) Dean of respective school and Purchasing Agent if payments are made to clinical site. <u>Denver Campus</u> - Provost.	<u>For University Controller, expenditure contracts only:</u> (1) Assistant Vice Chancellor for Finance and Controller or (2) Associate Vice Chancellor for Budget and Finance.
8	Student Clinical Internship - Agreements (except the residency agreements handled through GME) for the educational experience that is observation only in a clinical supervised setting (does not involve any actual clinical training).	Respective School (Note: If payments are required to clinical site, route through Procurement Service Center) and (2) If any international activity is involved (including international hires), Office of International Affairs (OIA).	Only refer contracts that do not conform to pre-approved or CU Denver standardized formats.	<u>Anschutz Medical Campus</u> 1) Dean of respective school and Purchasing Agent if payments are made to clinical site. <u>Denver Campus</u> - Provost.	<u>For University Controller, expenditure contracts only:</u> (1) Assistant Vice Chancellor for Finance and Controller or (2) Associate Vice Chancellor for Budget and Finance.

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**CU Denver
HIPAA
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	Category of Contract	Business Review (In Order by Preference)	Legal Review	Individuals With Institutional Signature Authority (In Order by Preference)	University of Colorado Approval (In Order by Preference)
1	Business Associate Agreement - Defines the parameters as to when the University may or may not disclose protected health information (PHI) to a business associate or governmental entity, and when a business associate may create or receive PHI on its behalf. Satisfactory assurances must be provided that the business associate or governmental entity will appropriately safeguard the information at: http://www.ucdenver.edu/academics/research/AboutUs/regcomp/hipaa/Pages/HIPAA.aspx . May also be requested of University when University receives PHI from a covered entity.	(1) Originating Department and (2) HIPAA Office	All - Compliance/Privacy Officer	Assistant Vice Chancellor for Regulatory Compliance	Does not apply
2	Data Use Agreements - University is providing a data set of health information to Recipient in the form of a Data Set for a specific purpose that is detailed in the agreement at: http://www.ucdenver.edu/academics/research/AboutUs/regcomp/hipaa/Pages/HIPAA.aspx . May also be requested of University when University receives data set from a covered entity.	(1) Originating Department and (2) HIPAA Office	All - Compliance/Privacy Officer	Assistant Vice Chancellor for Regulatory Compliance	Does not apply

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**CU Denver
Human Resources
Contract Signature Matrix**

	Category of Contract	Business Review (In Order by Preference)	Legal Review	Individuals With Institutional Signature Authority (In Order by Preference)	University of Colorado Approval (In Order by Preference)
1	Appointment - Faculty (see HR website at: http://www.ucdenver.edu/HR)	(1) Originating Department - Appointing Authority, (2) Human Resources, and (3) If any international activity is involved (including international hires), Office of International Affairs (OIA).	Only refer contracts or agreements for review if there are questionable clauses or problems are perceived	<u>Denver Campus and Anschutz Medical Campus</u> - Based on delegation (see http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Signeddelegation6-22-2010.pdf)	Does not apply
2	Appointment - Officer and Exempt Professional (see HR website at: http://www.ucdenver.edu/HR)	(1) Originating Department - Appointing Authority, (2) Human Resources, and (3) If any international activity is involved (including international hires), Office of International Affairs (OIA).	Only refer contracts or agreements for review if there are questionable clauses or problems are perceived	<u>Denver Campus and Anschutz Medical Campus</u> - Vice Chancellor (The VC responsible for the area)	Does not apply
3	Appointment - Classified Staff (see HR website at: http://www.ucdenver.edu/about/departments/HR/Pages/default.aspx).	(1) Originating Department and (2) If any international consulting/personal services agreements including international hires, Office of International Affairs (OIA).	Only refer contracts or agreements for review if there are questionable clauses or problems are perceived	<u>Denver Campus and Anschutz Medical Campus</u> - Appointing Authority	Human Resources approves all actions under delegation agreement from the State Personnel Director
4	Personal Service Agreements	(1) Originating Department, (2) Procurement Services Center, and (3) If any international activity is involved (including international hires), Office of International Affairs (OIA).	Only refer contracts or agreements for review if there are questionable clauses or problems are perceived	<u>Denver Campus and Anschutz Medical Campus</u> - Procurement or Human Resources	Does not apply

(1) For Legal Documents not listed above, contact the Finance Office or the campus Legal Office.

**CU Denver
Human Resources
Contract Signature Matrix**

	Category of Contract	Business Review (In Order by Preference)	Legal Review	Individuals With Institutional Signature Authority (In Order by Preference)	University of Colorado Approval (In Order by Preference)
5	Independent Contractor/Honorarium	(1) Originating Department - Appointing Authority, (2) Human Resources, and (3) If any international activity is involved (including international hires), Office of International Affairs (OIA).	Only refer contracts or agreements for review if there are questionable clauses or problems are perceived	<u>Denver Campus and Anschutz Medical Campus</u> - Human Resources	Does not apply

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**CU Denver
Business Agreements
Contract Signature Matrix**

	Category of Contract	Business Review (In Order by Preference)	Legal Review	Individuals With Institutional Signature Authority (In Order by Preference)	University of Colorado Approval (In Order by Preference)
1	Affiliation - An external organization that has a contractual or other legal relationship with the University that wants to closely align operationally with the University to more effectively further both the University and the organization's missions.	(1) Dean of Applicable School, (2) Originating Department, and (3) If any international activity is involved, Office of International Affairs (OIA).	<u>All – Associate University Counsel</u>	(1) Chancellor (Denver Campus) or (2) Executive Vice Chancellor for the Anschutz Medical Campus (AMC) or (3) Provost	Does not apply
2	Joint Ventures - External entity undertaking a project, sharing the cost, the risk and the reward with the University.	(1) Dean of Applicable School, (2) Originating Department, and (3) If any international activity is involved, Office of International Affairs (OIA).	<u>All – Associate University Counsel</u>	(1) Chancellor (Denver Campus) or (2) Executive Vice Chancellor for the Anschutz Medical Campus (AMC) or (3) Provost	Does not apply
3	Equipment Support - External entity provides equipment to the University to enhance education, training, research and the development of emerging technologies.	(1) Originating Department and (2) If any international consulting/personal services agreements including international hires, Office of International Affairs (OIA).	<u>All – Associate University Counsel</u>	(1) Assistant Vice Chancellor for Finance and Controller or (2) Associate Vice Chancellor for Budget and Finance or (3) Vice Chancellor for Administration and Finance	Does not apply
4	Work-Study - Agreements with external entities to hire student workers under the Federal College Work-Study Program.	Student Debt Management	Only refer contracts that do not conform to pre-approved or CU Denver standardized formats.	(1) Director Financial Aid or (2) Director of Accounting/Deputy Controller or (3) Assistant Vice Chancellor for Finance and Controller	Does not apply
5	CU - Treasury Loan (Pooled Treasury Advance Agreement) - Internal loans from the CU Treasury to support the business operations of the campus, school, college, department and/or unit.	Originating Department and Finance Office	Only refer contracts that do not conform to pre-approved or CU Denver standardized formats.	(1) Dean or Department Head (Acknowledgement Certification) and (2) Assistant Vice Chancellor for Finance and Controller or (3) Associate Vice Chancellor for Budget and Finance or (4) Vice Chancellor for Administration and Finance or (5) Chancellor and (6) University Treasurer	Does not apply

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**CU Denver
Business Agreements
Contract Signature Matrix**

	Category of Contract	Business Review (In Order by Preference)	Legal Review	Individuals With Institutional Signature Authority (In Order by Preference)	University of Colorado Approval (In Order by Preference)
6	License to Publish - An agreement between the University and the Project Client and Author granting a non-exclusive, royalty-free, irrevocable license to the University to publish copies of the work in connection with its educational mission and purpose, including, but not limited to, publication in electronic format.	Denver Campus - School for Public Affairs	Only refer contracts that do not conform to pre-approved or CU Denver standardized formats.	(1) MPA Director, School for Public Affairs or (2) Associate Dean, School for Public Affairs	Does not apply
7	IRB Authorization Agreement - CU Denver serves as the IRB of research for another entity or where CU Denver agrees to allow another IRB to serve on the Universities behalf.	COMIRB	<u>All – Associate University Counsel</u>	Assistant Vice Chancellor for Regulatory Compliance	Does not apply
8	Representation Letters - A document that states CU Denver is in compliance with regulation.	Originating Department	<u>Compliance Office</u>	Assistant Vice Chancellor for Regulatory Compliance	Does not apply
9	Storage of Cell Product - Agreement for the storage of cells previously donated by a patient as a part of the UCH Bone and Marrow program.	School of Medicine - Clinical Immunology Laboratory	Only refer contracts that do not conform to pre-approved or CU Denver standardized formats.	(1) Executive Director, Clinical Immunology Labs or (2) Assistant Vice Chancellor for Finance and Controller or (3) Associate Vice Chancellor for Budget and Finance	Does not apply

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**CU Denver
Settlements
Contract Signature Matrix**

	Category of Contract	Business Review (In Order by Preference)	Legal Review	Individuals With Institutional Signature Authority (In Order by Preference)	University of Colorado Approval (In Order by Preference)
1	Legal Settlements	Originating Department	<u>All – Associate University Counsel</u>	(1) Vice Chancellor for Administration and Finance and (2) Managing Senior Associate University Counsel	<u>For University Controller:</u> (1) Assistant Vice Chancellor for Finance and Controller or (2) Associate Vice Chancellor for Budget and Finance
2	Malpractice Settlements	Originating Department	<u>All – Associate University Counsel</u>	(1) Chair or Vice Chair of Executive Committee, Trust Advisory Board and (2) Managing Associate University Counsel	<u>For University Controller:</u> (1) Assistant Vice Chancellor for Finance and Controller or (2) Associate Vice Chancellor for Budget and Finance

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**CU Denver
Facilities
Contract Signature Matrix**

	Category of Contract	Business Review (In Order by Preference)	Legal Review	Individuals With Institutional Signature Authority (In Order by Preference)	University of Colorado Approval (In Order by Preference)
1	Facilities/Institutionally Funded - Architect/Engineer agreements, supplements or amendments. Consultant agreements, supplements or amendments. Contractor agreements, change orders or amendments.	Facilities Management	<u>All – Associate University Counsel</u>	(1) Director of Facilities Projects or (2) UCD State Buildings Rep or (3) Associate Vice Chancellor for Facilities Management	<u>For University Controller:</u> (1) Assistant Vice Chancellor for Finance and Controller or (2) Associate Vice Chancellor for Budget and Finance
2	Facilities/State Funded - Architect/Engineer/Consultant Work Authorization. Change order to Standard Contractor Agreement. Supplement to Standard Architect/Engineer Agreement. Supplement to Standard Consultant Agreement.	Facilities Management	<u>All – Associate University Counsel</u>	(1) Director of Facilities Projects or (2) UCD State Buildings Rep or (3) Associate Vice Chancellor for Facilities Management	<u>For University Controller:</u> (1) Assistant Vice Chancellor for Finance and Controller or (2) Associate Vice Chancellor for Budget and Finance and <u>For State Buildings:</u> Senior Project Manager/State Building Delegate and <u>For Governor/Board of Regents Principal Representative:</u> Assistant Vice Chancellor for Facilities Management if less than \$5M. President if \$5M or more. <u>For Attorney General:</u> Associate University Counsel
3	Facilities/State Funded Amendments - Standard Architect/Engineer Agreement, Standard Consultant Agreement, or Standard Contractor Agreement. Standard Architect/Engineer Agreement. Standard Consultant Agreement. Standard Contractor Agreement.	(1) Originating Department and (2) If any international consulting/personal services agreements including international hires, Office of International Affairs (OIA).	<u>All – Associate University Counsel</u>	(1) Director of Facilities Projects or (2) UCD State Buildings Rep or (3) Associate Vice Chancellor for Facilities Management	<u>For University Controller:</u> (1) Assistant Vice Chancellor for Finance and Controller or (2) Associate Vice Chancellor for Budget and Finance and <u>For State Buildings:</u> Senior Project Manager/State Building Delegate and <u>For Attorney General:</u> Associate University Counsel and <u>For Governor/Board of Regents Principal Representative:</u> Assistant Vice Chancellor for Facilities Management if less than \$5M. President if less \$5M or more.

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**CU Denver
Facilities
Contract Signature Matrix**

	Category of Contract	Business Review (In Order by Preference)	Legal Review	Individuals With Institutional Signature Authority (In Order by Preference)	University of Colorado Approval (In Order by Preference)
4	Facilities/State Funded Construction Management Format - Architect Agreement-Construction Management Format. Construction Manager/General Contractor Agreement.	Facilities Management	<u>All – Associate University Counsel</u>	(1) Director of Facilities Projects or (2) UCD State Buildings Rep or (3) Associate Vice Chancellor for Facilities Management	<u>For University Controller:</u> (1) Assistant Vice Chancellor for Finance and Controller or (2) Associate Vice Chancellor for Budget and Finance and <u>For State Buildings:</u> Senior Project Manager/State Building Delegate and <u>For Attorney General:</u> Associate University Counsel and <u>For Governor/ Board of Regents Principal Representative:</u> Assistant Vice Chancellor for Facilities Management if less than \$5M. President if less \$5M or more.
5	Lease of External Space for CU Denver Programs - Agreements to lease or rent space not owed by the University.	(1) Finance Office/Real Estate Coordinator and (2) Originating Department.	<u>All – Associate University Counsel</u>	(1) Vice Chancellor for Administration and Finance	<u>For University Controller:</u> (1) Assistant Vice Chancellor for Finance and Controller or (2) Associate Vice Chancellor for Budget and Finance and <u>For State Buildings and Real Estate Programs:</u> Director of Real Estate
6	Use of University Facilities by Non-University Organizations - Non-University organizations may schedule rooms at the University when all campus commitments for space have been met and a CU Denver representative is co-sponsor for the event (see campus fiscal policy titled: "Use of University Facilities by External Entities" at: http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/Fiscal/FacilitiesUseExtEnt.pdf)	(1) Co-Sponsored Originating Department and Risk Management, (2) Public Relations, (3) Facilities Management, and (4) Educational Support Services.	Only refer contracts that do not conform to pre-approved or CU Denver standardized formats.	(1) Program Assistant - Educational Support Services or (2) Associate Director of Educational Support Services or (3) Director of Educational Support Services or (4) Director of Accounting/Deputy Controller or (5) Assistant Vice Chancellor for Finance and Controller or (6) Associate Vice Chancellor for Budget and Finance or (7) Vice Chancellor for Administration and Finance	Does not apply

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**CU Denver
Facilities
Contract Signature Matrix**

	Category of Contract	Business Review (In Order by Preference)	Legal Review	Individuals With Institutional Signature Authority (In Order by Preference)	University of Colorado Approval (In Order by Preference)
7	Property License - Right to use real property for university business where no ownership interest exist.	(1) Finance Office/Real Estate Coordinator and (2) Originating Department and (3) If any international activity is involved, Office of International Affairs (OIA).	Only refer contracts that do not conform to pre-approved or CU Denver standardized formats.	(1) Assistant Vice Chancellor for Finance and Controller or (2) Associate Vice Chancellor for Budget and Finance or (3) Vice Chancellor for Administration and Finance	Does not apply
8	Regulatory Permits - State Agencies require permits for various facilities operations (e.g. storm water, emissions, etc.).	Facilities Management - Manager of Engineering Services and other Directors and Managers in Facilities Management	Legal review on an as-needed basis (e.g. new regulations, self-reported violations, etc.)	(1) Associate Vice Chancellor for Facilities Management or (2) Director of Building Maintenance or (3) Director of Finance and Administration - Facilities Management	Does not apply
9	State Building Submittals - Controlled Maintenance including Emergency Requests and other required documents.	Facilities Management - Manager of Engineering Services and other Directors and Managers in Facilities Management	Does not apply	(1) Associate Vice Chancellor for Facilities Management or (2) Director of Building Maintenance or (3) Director of Finance and Administration - Facilities Management or (4) UCD State Buildings Rep	Does not apply
10	Natural Gas Purchasing - Transport, Nomination, and Purchasing of Natural Gas for all Campuses requires ongoing monitoring of pricing and immediate decision making to lock in the best pricing.	Facilities Management - Engineering Services staff, Director of Finance and Administration, and Director of Building Maintenance	Does not apply	(1) Associate Vice Chancellor for Facilities Management or (2) Director of Finance and Administration - Facilities Management	Does not apply
11	Transportation Management Association (TMA) - Memorandum of Understanding and other agreements related to the TMA.	Facilities Management - Manager of Parking and Transportation and Director of Finance and Administration	Does not apply	(1) Associate Vice Chancellor for Facilities Management or (2) Director of Finance and Administration - Facilities Management	Does not apply

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