



**Contract Review and Maintenance Procedures  
Appendix C**

**CONTRACT TERM SHEET AND ROUTING INSTRUCTIONS**

*The Business Owner shall complete the top portion of the Contract Term Sheet prior to an attorney being assigned for review. The following information is required:*

**Requestor/Dept.** – State the name of the employee requesting legal review and the employee’s department.

**Requested Due Date** – If the requestor needs initial legal review in less than two (2) weeks, please state the requested due date and the reason for requesting expedited review.

**Contracting Party Name(s)** – State the name of the organization(s) or individual(s) with whom the University is contracting.

**Contact Information** – State the name, address, phone number, and email address of the point of contact for the other party.

**Purpose** – Describe the general purpose for which the University is entering into an agreement with another party; essentially, what is the University trying to accomplish with this agreement.

**ROI or Business Justification** – If the agreement has financial implications, insert “Yes” and attach a copy of a Return on Investment analysis (ROI) or business justification. Where an ROI or business justification is required, the Vice President of Budget and Financial Planning and Analysis will review these documents before proceeding to legal review.

**Key Terms** – Describe the terms of the deal that are important to the University, including the obligations the University will undertake and the goods or services that will be provided to the University. If there are any terms that are important to the University that are not included in the agreement, please state them here so that Legal can draft appropriate language.

**Monetary Terms** – Describe any terms of the deal that have a financial impact on the University (i.e., terms that require the payment or receipt of money).

**Documents Attached** – List and provide a copy of each document that will be included as an exhibit or made part of the agreement. For example, if the document refers to Standard Operating Procedures, provides a link to additional terms, or includes other exhibits or attachments, include those documents in this list. Additionally, if there was a proposal that was sent prior to contracting or there is a grant that the contract relates to, please list it here and provide a copy.

**Previous Reviewers** – If the agreement has already been reviewed by stakeholders, include the name of the stakeholder, the date of review, and any comments provided.



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**Stakeholders/Departments Impacted** – If the agreement will have an impact on the operations of another stakeholder or department, another department or stakeholder needs to be aware of the terms of the agreement, or another department or stakeholder should be asked to provide feedback, identify such stakeholders/departments here.

*The remainder of the form will be completed by the assigned attorney. Please note that you will typically receive initial comments from Legal within two weeks from the day of receipt of the completed Contract Term Sheet from the Approver, the agreement, and **all** attachments. If you need legal review more quickly, please indicate the date by which you need legal review completed and the reasons for the expedited request in your cover email. Note that it often takes additional time to seek input from impacted internal stakeholders and to negotiate terms with the contracting party.*

*If an individual listed in the Routing Sheet below has already reviewed the agreement, please indicate the reviewer's name, date reviewed, and any comments made. Legal will route the agreement for signature once the agreement is finalized.*



## CONTRACT TERM SHEET

Requestor/Dept. \_\_\_\_\_

Requested Due Date \_\_\_\_\_

Contracting Party Name(s) \_\_\_\_\_

Contact Information \_\_\_\_\_

Purpose \_\_\_\_\_

ROI or Business Justification \_\_\_\_\_

Key Terms \_\_\_\_\_

Monetary Terms \_\_\_\_\_

Documents Attached \_\_\_\_\_

Previous Reviewers \_\_\_\_\_

Stakeholders/Depts Impacted \_\_\_\_\_

### **\*For the Office of Legal Affairs to complete**

Date Received \_\_\_\_\_

Attorney Assigned \_\_\_\_\_

Initial Review Due Date \_\_\_\_\_

Type of Agreement \_\_\_\_\_

Term and Renewal \_\_\_\_\_

Termination \_\_\_\_\_

Academic Terms \_\_\_\_\_

IP Terms \_\_\_\_\_

State Authorization Issues \_\_\_\_\_

Privacy and Data Issues \_\_\_\_\_



## **ROUTING SHEET**

<b>Review Needed</b>	<b>Office</b>	<b>Reviewer's Name</b>	<b>Date Reviewed</b>	<b>Comment</b>
	CFO			
	Budget			
	CAO			
	Deputy CAO			
	CEMO			
	SVP, GMO			
	SVP, Comms			
	Legal Affairs			
	Human Resources			
	Academic Affairs			
	Dean			
	SEM			
	CLS			
	IT			
	Student Accounts			
	Financial Aid			
	DPO			
	Other Stakeholder			