Initiating a Contract Request when there is no Log # or UNIV# (VU Dept):

**Step 1:** Go to the “CONTRACTS” tab, and click on “View All Requests” option.

**Step 2:** You’ll see a full list of the Contract Requests that you have open. You will click on the button: +New Request, top right button.

**Step 3:** A window will open, “CONFIRM CREATION OF DRAFT CONTRACT SUBMISSION”. Click on option: +Create Request.
Step 4: Select “Type of Request” – “New Project (no existing contract #),”. then complete the rest of the Contract Request, attaching all available documentation.