Submitting a CONTRACT to SPA for Review/Negotiation/Acceptance/Execution:
1/17/2018

If the Contract is associated with a COEUS Proposal Development #/Grant Log #, then you will go through the G Log # and “Create Contract Requests from this Proposal”. See instructions on how to do this (Create a Contract Request in PEER if there is a G log #).

If the Contract is not associated with a COEUS Proposal Development #/Grant Log # (because it does not represent incoming – funds, for example):

- CORES
- Purchase Order
- Task Order
- Service Agreement
- Collaborative Research Agreement
- Confidentiality Agreement
- Data Use Agreement
- Data Transfer Agreement
- Intergovernmental Personnel Act Agreement
- Memorandum of Understanding
- Non-Proprietary User Agreement
- Testing Service Agreement
- Teaming Agreement

then simply enter a Contract Request, using the following instructions (Initiating a Contract Request when there is no G log or UNIV#). You can reference the following guide to help determine which items go into COEUS and/or PEER (Agreements Types: https://www.vanderbilt.edu/sponsoredprograms/spa_final_files/spa_v3/agreement_types.php).

*REFERENCE DOCUMENTS:

1. Create a Contract Request in PEER if there is a G log #
2. Initiating a Contract Request when there is no G log or UNIV#