

Here are six easy-to-follow tips to support the Office of Sponsored Programs' (OSP) efforts to achieve expeditious contract review and negotiation:

1. Build project completion timelines by months from initiation (e.g., M1, M2) or quarters (e.g., Q1, Q2) beginning from funding initiation rather than using specific dates. This can minimize the need for agreement edits in the event of prolonged negotiations.
2. Ask your OSP contact if K-State has negotiated an agreement with the company before. If K-State has successfully negotiated an agreement with them before, similar terms are likely to work again and can be cited by the OSP Team when initiating the negotiation process.
3. Reach Out to OSP Early: OSP processes many sponsored agreements of various types for the entire university. Start yours in the queue as soon as possible.
 - a. For funded agreements (Awards), you would initiate the process through Cindy Monzon (camonzon@ksu.edu), who currently serves as the primary grant specialist for the College. If Cindy notes Award terms that require negotiation, then she will task it to an OSP negotiator.
 - b. Christa Jahnke (christaj@ksu.edu) is currently the primary negotiator for HHS faculty. You should present \$0 or non-funds agreements, such as Confidentiality, Material Transfer, and Data Use Agreements, to Christa directly. For funded Agreements, Cindy will take the lead in engaging Christa for any required negotiation.
4. Have OSP Initiate the Negotiation: There are certain terms in agreements that K-State may need to negotiate, as a result of a multitude of public policy mandates and State of Kansas laws and regulations that K-State must comply with. OSP has developed numerous agreement templates that make negotiations faster by presenting acceptable terms at the onset. However, if a sponsor prefers to use its own template, OSP will review and negotiate as needed.
5. Prioritize Completing your Internal Processing Form (IPF): A completed IPF is required for all agreements. IPFs include a series of questions which may include questions that may not seem to fit your exact situation. The first time you complete an IPF, take your time and be sure that your answers are correct. Since most of your answers will not change between submissions, keep a record of your responses to guide subsequent IPFs.
 - a. OSP is not allowed to sign an agreement without a completed IPF.

6. Getting an Update: Log into Cayuse and click on the proposal record to look up the specialist(s) handling your agreement. Then send a short email asking for an update.
 - a. Cayuse also allows you to track the signing process as the fully negotiated agreement is routed, then signed and shared with a sponsor.
 - b. I am committed to evaluating all proposals and awards routed through Cayuse within 24 hours.