TOTAL CONTRACT MANAGER WORKFLOW SUMMARY

1. **Contract Request**
   - University employee (Contract Requester) negotiates contract and initiates Contract Request
   - Completes questions, attaches the contract to the request, and submits Contract Request

2. **Risk or ITS Review**
   - If applicable, any Risk Elements selected are reviewed
   - If applicable, the contract’s ITS components are reviewed

3. **Contract Creation**
   - Contract Manager reviews and approves the Contract Request and creates the Contract Record
   - Completes any additional information (sets up e-signature tab, etc) and assigns Contract Facilitator

4. **Facilitation & Review**
   - Contract Facilitator assigns an internal review to the appropriate attorney
   - Additional reviewers participate in review or an external review is conducted if applicable

5. **Approval & E-Signature**
   - Contract Facilitator approves the contract
   - Contract Manager launches e-signature and sends the contract out for electronic signature

6. **Execution & Management**
   - Second Party signs the contract electronically; Baylor signatory signs the contract electronically
   - Contract is uploaded automatically into TCM and managed throughout its life by Department

For more information, contact Sarah Brockhaus at ext. 4552 or email Sarah_Brockhaus@baylor.edu.