

Office of the University Counsel

Important Announcement

It's that time of the year again!



Annual Contract Agent/Contracting Process Training

When: February 26, 2018

Time: 10:30 a.m. – 12:00 p.m.

Where: Research and Sponsored Programs Building - Room 163

Recommended Attendees: Faculty and Staff designated as Contract Agents for their respective units, Divisions, Colleges, Departments, and other academic or administrative areas (collectively, “areas”) and other individuals who participate in the contracting process for their respective areas.

Topics to be covered:

- Understanding and navigating through the University’s contracting process;
- Developing a working knowledge of the contract routing/approval process, including requirements for the creation, review, and execution of a University contract/agreement;
- Use of University contract templates, addendums, and standard agreements;
- Methods to speed up the contracting process;
- Information on and use of the University Counsel’s website governing contracts; and
- Recent changes to the contracting process and anticipated changes in the future.

You may also visit the University Counsel’s website to see the announcement.

<http://www.tnstate.edu/legal/announcements.aspx>

Please email **Ms. LaTonnsya Burney** (lburney@tnstate.edu) or call her at **(615-963-1345)**, if you have any questions regarding attendance at this training session.