

Routing Contract Proposals Guide



University of Colorado
Denver | Anschutz Medical Campus

To submit a Contract for review and approval, the documentation must be “routed” to the University of Colorado Denver, Office of Grants and Contracts.

Allow Sufficient Lead-Time To:

- Secure all required signatures
- Obtain Grants & Contracts review and comment on the application
(this includes allowing G&C notification to the PI or designee of any problems and corrections that need to be made to the routing or contract in order to obtain institutional endorsement)
- Obtain Institutional Endorsement through Grants & Contracts



Contract proposals often take more time to negotiate and approve than grant applications. Contract proposals often require the negotiation of contract language. Expect inherent delays.

Grants & Contracts will work with the PI or designee to negotiate the terms and conditions of the contract with the sponsor as appropriate.

Routing Contracts

- Route any documentation that is to be submitted to the sponsor or that is considered an attachment to the contract. All such documents should be included in the package of information routed to Grants & Contracts.
- At the time of submission to G&C, the proposal should be complete. The routing should include applicable G&C routing forms and the contract proposal documents.

Available Resource Guides by OGC:

- Applications Guide
- Contracts Guide
- Proposal Budgeting
- Federally Funded Awards
- Personnel Effort Reporting
- Subrecipient Agreements
- Grants Routing

Documents Required for Routing:

- Approval of Application for Grant or Contract (Routing Form)
- Clinical Trial Supplemental Budget and Certification Form (if applicable)
- Contract or modification to approved contract (MS Word format)
- All attachments to the contract or modification
- Protocol or Statement of Work
- Electronic versions of contract documents should be sent to OGC.Contracts@ucdenver.edu

The Routing Approval Process Requires Signatures:

- Principal Investigator
- Department Chair (if applicable)
- Dean or Administrator
- Office of Grants and Contracts

Additional Special Approvals May Also Be Required For:

- Facilities
- Human Subjects
- Lab Animals
- Hazardous Materials
- Bio-Safety Agents
- Technology Transfer
- Vice Chancellor or Chancellor



Grants and Contracts, Mail Stop F428
Anschutz Medical Campus, Bldg 500
13001 E 17th Place, Rm W1126
Aurora CO 80045-2571

Phone: 303-724-0090, **Fax:** 303-724-0814
Hours of Operation: 8 AM-5 PM

OGC Website: www.ucdenver.edu/OGC

Please be aware that this is provided as an informational overview and does not replace policy. For information on policy, please see [Office of Grants and Contracts Policies and Procedures](#)