Thank you for your submission. Please indicate which of the checkboxes below apply to the contract you are submitting for legal review. **Please obtain prior approval from your Chief Administrative Officer to submit the contract or proposed contract for legal review.**

|  |
| --- |
| **Academic Administrator requesting review:** |
| (name) | (title) |
| (unit) | (division) |
| **Review contact:** | **Unit financially responsible:** | **Other University units involved in contract:** |
| (name) | (unit) | (office) | (contact) |
| (email) | (division) | (office) | (contact) |
| 1. Previous University legal counsel involved
 | [ ]  **Yes** (please identify)[ ]  **No**  |
| 1. Status of contract requiring review
 | [ ]  **Existing contract** (please attach the executed contract)[ ]  **Proposed contract** (please attach the most current draft but skip #4) |
| 1. Activity described in existing or proposed contract
 | [ ]  **University is providing services or deliverables** [ ]  **University is receiving services or deliverables** [ ]  **Other** (please specify the nature of the contract) |
| 1. Status of performance under an existing contract
 | ­­­[ ]  **University has pre-paid for services or deliverables that have not been completed by the counterparty**[ ]  **University is owed amounts for services it has completed**[ ]  **University can no longer perform the services** [ ]  **Other** (please describe the current state of performance under the contract) |
| 1. Legal assistance is being sought to:
 | [ ]  **Terminate an existing contract** [ ]  **Suspend an existing contract because University can no longer perform its contractual obligations**[ ]  **Respond to a notice from a third party that it can no longer perform contractual obligations**[ ]  **Terminate or place contract negotiations on temporary hold**[ ]  **Review and negotiate a new contract**[ ]  **Other** |
| 1. Contract dollar value
 | **$** |
| 1. Name of other party to the contract
 | **Name:**[ ]  **International third party** |
| 1. Contract term dates
 | **Start date:** (anticipated or confirmed)**End date:** (anticipated or confirmed) |
| 1. Contract involves students
 | [ ]  **Yes** (please include details)[ ]  **No** |
| 1. University contributions to contract include
 | [ ]  **Financial**[ ]  **Facilities**[ ]  **Equipment** [ ]  **Human Resources** (faculty/staff) |

**Privileged and Confidential**

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|  |  |
| --- | --- |
| Contract description  |   |
| Additional client instructions  |  |
| Applicable key Terms  | [ ] **Force majeure provisions** [ ] **Notice requirements in the event of interruptions or material adverse events**[ ] **Indemnities and limitations of liability**[ ] **Events of default**[ ] **Cross-default clauses**[ ] **Termination provisions**[ ] **Insurance requirements**[ ] **Rights to set-off or withhold payments**[ ] **Definition of insolvency events**[ ] **Dispute resolution provisions**[ ] **Business continuity/disaster recovery requirements**[ ] **Governing law** |
| Summary of legal advice |  |