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**

*[For internal use only – Completed by COVID-19 Contracts Legal Working Group]*

|  |  |
| --- | --- |
| 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 |  |