PI Work Center - Monetary and Non-Monetary Agreement Online Tracking

The Office of Contracts and Grants (OCG) is the central repository for Monetary and Non-Monetary University Research Agreements. Principal Investigators (PIs) are now able to see a list of their current and pending agreements that OCG has assisted with the creation, review, and negotiation.

To access the list of agreements, click on **My Contracts** under **PI Research Reports** in the PI portal. The link will take you to a page that displays a list of all agreements in two tabs. The first tab shows past agreements that have been fully executed or closed; the second tab shows pending agreements under review.

Click on the numerical hyperlink under **Contract Id** to view the contract details, including any uploaded documents in the **view document** link.

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**To Track the Review and Negotiation Process**

PIs will receive an email when each step of the review and/or negotiation process is completed and will be able to log into the PI portal to see the next steps and the estimated time of completion on the contract form. Go to **My Inbox** and click on the **Request ID** of pending items to view the tracking form.
The tracking form shows the step-by-step review and completion process for each type of agreement. Sometimes steps in a review and negotiation process may be simultaneous, while others may not be necessary based on the type of agreement, requirements as well as the specific terms and conditions. In the case of the NDA above, if the standard agreement language does not include intellectual property rights, the Technology Transfer and Innovation (OTTI) step for review and approval will not be necessary.