

Supplemental Information Form for LOIs (Letter of Intent), MTAs (Material Transfer Agreement), NDAs (NonDisclosure Agreement), other Agreements and Contracts

Faculty Member to Complete

Name of
Contract:

Summary of the Purpose of the Contract*:

*Note: If CSU protected data is involved, then CSU general terms and conditions for data management and supplemental provisions apply.

Are students involved? Yes No

If yes, do students receive course credit? Yes No

What type of credit?

If yes, are students? on-campus off-campus both on & off campus

Is this a CSU affiliated organization? Yes No

If yes, what is the name of the organization, and, if applicable, campus name?

Faculty Name:

Email:

Campus Phone #:

Department:

Entity Point of
Contact Name:

Entity Contact
Email:

Contact Phone #:

Entity Name:

Office of Research to Complete

I have reviewed the attached contract and purpose of the contract summary. I give my conditional approval for the contract to be reviewed by the college dean and a Procurement representative.

AVP (or Designee)

Signature:

Name of Signator
and Department:

Email:

Campus Phone #:

Dean to Complete

I have reviewed the attached contract and purpose of the contract summary. I give my conditional approval for the contract to be reviewed by a Procurement representative.

Dean's

Signature:

Name of Dean and College

Email:

Campus Phone #:

Department Staff (AA or ASC) Info for Completion of a Purchase Requisition

General Information

Procurement needs a way to track all contracts and, until another system can be created, is tracking contracts through the Procurement system even if there is not a dollar amount associated with the contract. This internal form was created so that requesters could complete this form and use the following information to get the needed information to Procurement.

Information to Include on the Purchase Requisition

1. Include your standard Contact and Shipping information.
2. In the Header Information Comments section, include external contact (representative) information.
3. In the Supplier Information section, use the name, "Suggested Vendor", number 0000008733.
4. In the Order Detail section:
 - a. Include the name of the contract and the department point of contact (usually the faculty member, may be the department chair) for the Item Description.
 - b. Quantity should be 1, Unit of Measure should be EA (each), and Unit Price should be 1 dollar. Use standard department chartfield string.

Items to Upload with the Purchase Requisition

1. Contract
2. Completed Supplemental Information Form (this form)

Timeline

Once requisition is submitted and approved in FTS, there is a standard 10 day business turnaround. If the contract is approved, Procurement will issue a Purchase Order which will then be canceled as there is no purchase. This is just a way to track all contracts by department not just those that have money associated to the contract.

If further information regarding the completion of this form or the FTS process is needed, please contact the SJSU Office of Research at 408-924-2272.