

UNIVERSITY of HOUSTON SYSTEM

Contract Administration Instructions for Submitting Contracts Electronically for Review

OVERVIEW

The University of Houston System Office of Contract Administration encourages UH departments to submit contracts for review electronically in order to minimize the review turnaround time and to streamline the process in general. This also eliminates the need for the UH department to create multiple paper copies of the agreement and send them to Contract Administration via inter-office mail. To submit documents electronically, please follow the steps below as well as applicable requirements in UH MAPPs, SAMs, Board of Regent policies and other established UH policies (collectively, "Policies").

FILE TYPES AND PROCEDURES

Document Types. We prefer to receive contract documents in **Microsoft Word** format since this allows us to make any necessary revisions in a much quicker and neater manner. After completing our review, we generally email the UH department two Word documents: (i) one redlined/tracked changes version which clearly demonstrates any changes made to the original document, and (ii) a clean/executable version incorporating those changes. You may be able to request Microsoft Word documents from the non-UH contracting party – even if the documents are originally provided to you in a different format.

When it is not feasible to obtain Microsoft Word documents, we will accept **Portable Document Format (PDF)** documents. PDF documents can be created using most scanners and various software packages such as Adobe Acrobat Professional (but not Acrobat Reader). When reviewing PDF documents, we make necessary revisions by inserting language changes and/or comments next to the original document text. We then insert "initial" stamps which each party must initial showing their agreement to the various modifications. This approach is legally sufficient, but sometimes results in a cluttered document since small margins may require us to insert manual strike-through deletions, arrows and other indicators identifying the particular provision(s) we are modifying. This process also tends to take longer which is another reason we prefer to work from Microsoft Word documents.

PDF File Size. If you are not able to obtain an electronic copy of the contract documents (such as when you receive only hard-copy/paper versions), you may be able to create PDF documents by following the instructions in your scanner's PDF creation software program. Whenever possible, combine all original contract documents, attachments and other relevant files (such as the Contract Cover Sheet and Recommendation for Award, when required) into a single PDF document. It is important to control the size of the PDF document since the files can become very large and may exceed UH email system limitations. In order to minimize file size, we recommend the following:

- Before scanning documents, make the following settings on your scanner (specific settings may vary depending on scanner model and software version): (i) document mode (instead of picture mode); (ii) scan to smallest size; (iii) fast scanning speed (lower quality); (iv) color = grayscale or black and white; and (v) resolution = 300 dots per inch (dpi) or less.
- Also, you may be able to reduce the size of a PDF file by choosing the following in Adobe Acrobat Professional (or similar features in other PDF creating software packages): **[Document → Reduce File Size → Make Compatible With: Acrobat 5.0 and later]**. Then, save the new document.

Process. Email the contract file/document to: contractadmin@uh.edu. We will send you a brief response acknowledging receipt of your email. Documents should be submitted pursuant to the timeframes and requirements set forth in the applicable Policies. After our department completes the document review, we will generally send you an executable document and instructions for returning the document to the non-UH party in order to obtain necessary signatures and finalize the contract.

CONTACT INFORMATION

Please contact our office with any questions or comments about this process.

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