

Contract Review Process Update

by Margaret Metz

In May of this year, our office announced the implementation of our contract review procedure, whereby a department wishing to submit a contract for our review should send it to our e-mail address, incontrx@lehigh.edu, accompanied by the completed *Contract Review Checklist*.

The response to the new system has been very positive, and since its implementation, we have logged nearly 100 contracts, and in most instances been able to meet requested deadlines.

We would ask that as much advance notice as possible be given for deadlines, so that sufficient time is given to properly examine and respond to each request, particularly for longer contracts.

Instructions for submission are outlined on our website:
<http://www.lehigh.edu/~inogc/>

There is also a link on the web page to the *Contract Review Checklist* form, which must be completed and accompany each request.

Thanks to all who have responded to the new process! If you have any questions or suggestions, please feel free to contact our office at **extension 8-3572**, or **e-mail us at incontrx@lehigh.edu**. We always welcome comments or suggestions to improve the services that we provide.

