College Uploads Agreement and Proposal into PINS and secures all relevant approvals

Processor Adopts PINS Record

Processor Audits and Approves

Processor Imports approved record into RADAR

Processor Prepares Record for Negotiator

Negotiator Received Agreement

Negotiator Prepares Cover Letter

Negotiator Places in to-be Signed Box

Signatory retrieves, reviews and signs negotiated agreement

Signatory places signed agreement package in the has-been signed box

Negotiator Retrieves from box and mails sponsor’s copy or has processor mail copy

Is it fully executed?

Yes

Negotiator or Processor Awards according to SOP

No

Negotiator keeps pending copy until fully executed agreement is received then awards according to Awards SOP

Done

The agreement may need to be printed from RADAR, or it may come as a hard copy from the college.

Prepare Copies of Agreement

Print Proposal from RADAR and assemble

Assemble all Docs with Temp. Folder and Give to Assigned Negotiator

COLLEGE: Enter a comment in the comment section at the bottom of the PINS record AND on the approval screen to instruct SPARCS that the original agreement is en-route OR if you want SPARCS to print the PINS version of the agreement. Also, note to whom the PINS record should be routed once processed.