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1. **ERA Agreements**

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| Unassigned  Verification  Negotiating  With Internal Parties  **ERA User Role = Agreements Manager (GCO)**  Suspended  Canceled  Executed/  Awarded  **Action:** Create Task Request  **With External Parties**  **Signature Process**  **Task Completed**  **These States are manually set by GCO**  *Various State of Task Request while in Progress*  *Final Disposition*  **Any ERA User**  **Action:** GCO Assigned  **Action:** GCO Reinstates | | | |
| **INITIAL STATE** | **DURING THIS STATE** | **TO MOVE TO THE NEXT STATE** | **NEXT STATE** |
| *(No State)* | All ERA Users can create a new Agreement Task Request by selecting Create Task Request from My Current Actions. | Once User inputs information on Task Request page and receives Confirmation page then, ERA automatically creates task and sets the initial state to “Unassigned”. | Unassigned |
| Unassigned | The ERA User who submitted task, the PI and/or RA named on task can; View, Edit or Cancel their Task Request.  GCO can also View, Edit or Cancel the Task Request. | GCO can select a Task Request entry from Unassigned view on Agreements Home page and on General Information page select name to Assign as GCO Agreement Reviewer.  When GCO name selected initially or changed subsequently then ERA automatically changes state to “Verification”. (Note assignment is usually done by a Workload Manager monitoring the queue for that day.) | Verification |

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| **INITIAL STATE** | **DURING THIS STATE** | **TO MOVE TO THE NEXT STATE** | **NEXT STATE** |
| Verification | GCO reviews the Task Request and determines; if they have all the information needed to start negotiating agreement. | If GCO needs additional information they send out email to RA/PI/PM and GCO manually changes state to: | With Internal Parties |
| If GCO needs additional information from Sponsor they send out email to Sponsor POC and GCO manually changes state to: | With External Parties |
| If GCO has everything to start reviewing GCO manually changes state to: | Negotiating |
| If GCO contacts sponsor and they indicate to put task “on hold” for reasons defined below under Suspended; GCO manually changes state to: | Suspended |
| With Internal Parties | GCO waiting for information from Internal Parties;  i.e.: PI’s approval, AzTE review of IP language, OGC review of Governing Law, ORIA review of Export… | GCO receives information then GCO manually changes state based on situation. | Varies depending on situation |
| With External Parties | GCO waiting for information from External Parties;  i.e.: Sponsor to send Word version for editing with Track changes, Sponsor’s review of redlines, Sponsor’s signature…. | GCO receives information then GCO manually changes state based on situation. | Varies depending on situation |
| Negotiating | GCO is reviewing the agreement and if it is the sponsors agreement then redlining requested changes; reviewing sponsor response; negotiating the terms and conditions against policy. | GCO receives information then GCO manually changes state based on situation. | Varies depending on situation |

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| **INITIAL STATE** | **DURING THIS STATE** | **TO MOVE TO THE NEXT STATE** | **NEXT STATE** |
| Signature Process | When Task complete except for final signature a GCO has the option of giving task to PNT Student Worker to obtain a signature and distribute. | GCO receives information then GCO manually changes state based on situation. | Varies depending on situation |

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| **INITIAL STATE** | **DURING THIS STATE** | **TO MOVE TO THE NEXT STATE** | **NEXT STATE** |
| Suspended | When an internal/external party have indicates to put the task “on hold” for a while the GCO manually suspends task and selects one of these reasons:   * Change of technical direction * Delayed approval processing * Intent to fund by funding limitations * Other (write in brief reason) * Sponsor non-responsive to multiple requests | GCO receives information then GCO manually changes state based on situation. | Varies depending on situation |
| Any State except Executed/  Awarded or Task Completed | Agreement is ready to be executed where Agreement Type is equal to (CON, DUA, IP, MA, MOD, MTA, NDA, OTH, REC, SPA, SUB, TA or ULA).  GCO files all documentation and puts brief notes in Public Comment and details in Internal Comments. | GCO has Executed Agreement and distributed to Sponsor, PI, RA then GCO selects Finalize Task Request action and does the following:  (1) inputs fields  (2) uploads executable documents and any ancillary  Files  (3) clicks on [Finalize] button.  ERA performs a final validation edit to ensure all fields were answered.  ERA Agreements performs hand-shake with ERA Grants/Proposal to run Agreement Finalized action where Agreements Type = SPA only.  ERA Agreements Automatically changes state to Executed/Awarded.  ERA Agreements then displays Finalized Confirmation. | Executed / Awarded |

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| **INITIAL STATE** | **DURING THIS STATE** | **TO MOVE TO THE NEXT STATE** | **NEXT STATE** |
| Any State except Executed/  Awarded or Task Completed | The ERA User who submitted task or the PI and/or RA named on task can Cancel their Task Request only if the State = Unassigned or Verification.  GCO can cancel task when; (1) internal party indicates the task should be canceled or (2) when agreement cannot be reached, or (3) Sponsor withdraws due to funding.  GCO files all documentation, puts in brief notes in Public Comment and details in Internal Negotiation Comments. | ERA User selects Cancel Task Request from My Current Actions and then selects Reason Canceled. ERA automatically changes state to Canceled. | Canceled |
| Any State except Executed/  Awarded or Task Completed | GCO has completed task request AND Agreement Type is equal to (PCA, RFP, or TEM).  GCO files all documentation and puts brief notes in Public Comment and details in Internal Comments. | GCO selects Finalize Task Request action and does the following:  (1) inputs fields  (2) uploads any documentation or ancillary files  (3) clicks on [Finalize] button.  ERA performs a final validation edit to ensure all fields were answered.  ERA displays Finalized Confirmation page.  ERA Automatically changes state to Task Completed. | Task Completed |

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| **INITIAL STATE** | **DURING THIS STATE** | **TO MOVE TO THE NEXT STATE** | **NEXT STATE** |
| Unassigned or Verification | The ERA User who submitted task or the PI and/or RA named on task can Cancel their Task Request only if the State = Unassigned or Verification.  GCO can also Cancel as long as state is not Executed/Awarded or Task Completed. | ERA User selects Cancel Task action and then selects Reason Canceled, then ERA Automatically changes state to Canceled | Canceled |
| Canceled | GCO can reinstate a previously canceled task. | GCO selects Reinstate Canceled Task from My Current Action.  ERA Automatically changes state to Verification. | Verification |