

**The Ohio State University
Contract Checklist and Routing Form**

Form Date: 6/27/06

Please Attach this Form to All Contracts Submitted to the Office of Legal Affairs

Department/Unit Requesting Review: _____

Name of Individual Completing Form:

Contact Information:

Parties to the Contract (Who are we contracting with?):

Term (Start and End Date):

Total Dollar Amount of Contract:

Appropriate Departmental Approval (Dean, VP, Director of Unit)

Name and Title:

CHECKLIST

If Any Item Below is Not Checked, Please Explain In Space Provided

1. The business terms negotiated by the parties are contained in the agreement.

2. I have reviewed this contract with the Dean, Vice President, Director or Chair of the Unit/Department/College requesting this review and that individual is aware of and aware of all business terms of the contract.

3. The contract and all necessary exhibits are attached.

4. The term of the contract is clearly stated and the contract addresses renewal (if applicable) and termination of the contract.

<input type="checkbox"/> 5. The payment terms are clearly stated and address the amount, timing and method of payment.
<input type="checkbox"/> 6. The signature lines of the agreement are clear and included the proper individuals names and titles.
<input type="checkbox"/> 7. Any provisions that require the University to indemnify or hold harmless the other party have been removed.
<input type="checkbox"/> 8. The contract does not include an indemnification obligation of the other party that requires such party to retain sole control of the defense and settlement of the University's claims.
<input type="checkbox"/> 9. Any confidentiality provisions have either been removed or are limited "to the extent permitted by Ohio law".
<input type="checkbox"/> 10. The contract does not requires the University to maintain a certain type or dollar amount of insurance.
<input type="checkbox"/> 11. The agreement clearly states that it is governed by the laws of the State of Ohio.
<input type="checkbox"/> 12. There is no provision that requires the University submit to binding arbitration or mediation.

Additional Concerns. Comments or Items Requiring Special Attention:

Approved for Submission By: _____

Print Name: _____

Title: _____

Date: _____