**AGILOFT FAQ’s**

1. **What needs to be entered into Agiloft?**

Per the University Contract Management Policy, linked here, all contract (legally enforceable agreements) must be entered into Agiloft, the University’s contract management system.

1. **What is a contract?**

An agreement between two or more persons or parties creating mutual obligations enforceable by law.

A contract need not contain the word contract to fall within the legal definition. Examples of contract titles include ‘lease’, ‘release’, ‘agreement’, ‘order’, ‘waiver’, and ‘ memorandum’. If a third party asks for a document to be signed, that document should generally be considered a contract.

‘Terms and Conditions’ associated with the use of a website or service may also constitute a contract. This includes ‘click-thru’ terms and conditions.

Contracts may or may not involve the exchange of money.

The definition of contracts includes amendments, extensions, renewals, etc.

1. **I have a contract requiring review and signature, what should I do?**

If you are new to Agiloft, please reach out to your Business Manager who can either enter the contract into the system or direct you to the individual that can.

For assistance with research related contracts, please reach out to contracts@slu.edu

For assistance with non-research related contracts, please reach out to agiloftsupport@slu.edu

1. **How long will it take for my contract to be reviewed?**

The contract review process is dependent on a variety of factors, but generally, department/submitters should anticipate a two week internal review period. The review time may vary depending on but not limited to, the following:

1. the number of teams queued to review the contract,
2. the completeness and accuracy of the contract record (all documents are included and information about the contract is provided),
3. the complexity of the services or products the University is contracting for
4. the vendors timely response and their acceptance of requested modifications.

Contracts submitted during the beginning or end of a fiscal year or calendar year may require additional time. When a contract needs to be reviewed quickly, please reach out to the Approval Teams that are pending with a request that they expedite. Click here for a list of Team Members.

1. **Are there SLU Policies related to contracts?**

Yes, there is a contract management policy, which mandates that all contracts be entered into the University’s contract management system Agiloft. A link to the policy is here. There is also a signature authority policy, mandating that only authorized signers should sign contracts on behalf of the University. A link to the policy is here.

1. **Who can sign a contract?**

Individuals authorized to sign contracts on behalf of SLU have a delegated letter of authority initialed by the President. If you do not have this letter, please do not sign any documents on behalf of SLU. A link to the matrix of authorized individuals can be found on the Agiloft home page, by entering ‘Signing Matrix’ in the Agiloft FAQ table. If changes are needed to the signing matrix, please reach out to Ellen Borowiak at ellen.borowiak@slu.edu. A link to the Signature Authority Policy can be found here.

1. **I need training on Agiloft, where should I look?**

All the job aids related to Agiloft can be found on the Agiloft landing page, under Agiloft FAQ’s. Additional trainings will be available soon.