



Contract Intake Cheat Sheet

1. Treasury

Please select “yes” if the contract contains a provision about the method the University will be paid or make payments.

2. International/Export Controls

The federal government restricts what information, technology, and software can be shared with foreign nationals without a license or prior authorization. To ensure the vendor is approved to conduct work with SLU, please select “yes” for a contract with a foreign vendor, or a contract with DOD, NASA, or Homeland Security funding.

3. Information Security and Compliance

- a. **Medical Records** – any data that contains Protected Health Information (PHI). Here is a synopsis of PHI: any information about health status, provision of health care, or payment for health care, and can be linked to a specific individual. It includes any identifiers such as name, medical record number, account number, device identifier, social security number, patient image, and any other unique identifying number, characteristic, or code.

Some examples of products or service that likely qualify for use or disclosure of PHI are:

- 1) Software/hardware used for capture or storage of images,
 - 2) Software/hardware used to capture, store, or transmit patient information through medical equipment or devices,
 - 3) Vendor support services of equipment or software used to store patient information,
 - 4) Consulting services that require access to data or systems that include patient health information.
- b. **Student Data** includes personally identifiable data of the student, such as name, email address, Student number, student health information, grades, leave of student, etc.
- c. **Personally identifiable information** is information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context.
- d. **Credit Card info (PCI)** – Credit card data is exactly that, a credit card number.
- e. **Confidential University Information (not covered above)** – This includes items such as University employees’ names/email addresses, SLU Donors, SLU financial information, Faculty information, HR information, etc.
- f. Non-Confidential data is data that is not covered by a governing body, or has nothing personally identifiable in it. Aggregate health information is considered non-confidential.

4. Legal

Pursuant to SLU's policy, any legally binding agreement to which SLU is a party must be reviewed and approved by the Office of General Counsel. If this agreement 1) is an OGC-approved template with revisions or changes, 2) is a document created and provided by the other party, or 3) has not otherwise previously been reviewed and approved for you by OGC, the agreement must be routed to OGC for review and approval.

5. Risk Management

If the contract has language related to a requirement that the University provide insurance or a requirement that a vendor provide insurance, please select "yes".

6. MARCOM

If your contract is for website-related work, traditional or digital advertising or any other initiative that involves marketing, please check this option.