



Effective Date: September 2, 2016

Retired:

Revised:

Approved by: James E.K. Hildreth, Ph.D., M.D.
President and Chief Executive Officer

Subject: Office of General Counsel - Novatus Contract Routing Policy

PURPOSE: To establish proper procedures for routing, storage and management of all binding agreements with Meharry Medical College.

POLICY STATEMENT: All binding agreements for Meharry Medical College shall be submitted through the Novatus Contract Management System. The contract management system (Novatus) shall be maintained by the Office of General Counsel and made accessible to the college community.

DEFINITIONS: Binding Agreements including, but are not limited to, faculty contracts, faculty appointment and compensation agreements, clinical affiliation agreements, independent and consultation agreements, space rental (i.e. hotels), lease agreements (i.e. buildings and equipment), business associate agreements, post graduate physician agreements, volunteer & visitor agreements, research contracts, any third (3rd) party agreements including subcontracts with industries, licensing agreements, clinical trials, memorandum of understanding (MOUs), and non-disclosure agreements.

PROCEDURE: All binding agreements must route through Novatus to obtain approval and signatures from senior and executive level management. When submitting research contracts, the requestor must include a pdf copy of the grant in Novatus and any subcontracts that reference the pdf.

The Office of General Counsel will oversee all Novatus communication and training.

EXHIBITS: NONE