

This guide outlines how to approve contracts in FVSU's contract routing process

1 Contract Approvals

Requests for contract reviews must be submitted through the contract routing form at the link below.

[Intake Form](#)

When a requestor submits a request through the above link, a second-level approver will review and approve the request.

What happens after second level approval?

Three parallel approval processes will commence sequentially **before** final signatures from the VP of Finance:

1. Title III and Sponsored Programs
2. Plant and IT
3. Legal and Procurement

How and where do I approve?

Each approval request will be delivered via email and Teams notifications:



The notification will include a link to the request details, and in the case of IT, certain fields should be updated.

2 Approvals Dashboard

Each request is logged in a contract routing dashboard containing details, attachments, and a communication forum.

[Dashboard](#)

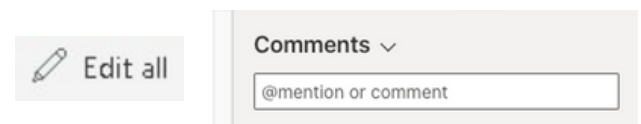
The approval dashboard can be filtered and sorted based on permissions as an approver or requester.

Approved

Incomplete

How do we collaborate on a request?

After double-clicking a request in the dashboard, you can edit details or start a conversation by mentioning staff members.



Approvals must be processed in Outlook or Teams to move the workflow to the next step.

In some cases (e.g., IT), additional information must be logged for audit purposes in the dashboard, but approvals take place in Outlook/Teams.

FAQ

FVSU Contract Routing Approvals Quick Start Guide

What happens if a request is denied?

Denied requests will be canceled, and the routing workflow will no longer continue. As a result, the requestor will be responsible for submitting a new request. If clarification is required, communicate inside requests within the dashboard.

Can I just manually approve in the approval dashboard?

The FVSU contract routing technology requires users to submit their approvals through Outlook or Teams. This is a critical step; otherwise, subsequent approvers, such as legal and finance, **will not commence** until each approval workflow is completed, as described in the quick start guide. In rare cases, your approval action will appear as "submit" in email or Teams.



Can I search for a request?

You can search any keyword at the top of the dashboard, and the list of requests will automatically filter based on the keyword search.



Can I create custom views for requests and filter them?

Yes, the dashboard contains features that allow you to sort, filter, and save views for future bookmarking. We've already configured a few views for the team — all submissions, approvals, and compliance/legal.

Where are the attachments?

Double-click a request in the contract routing dashboard and scroll to the bottom. If additional attachments need to be added, click Edit All, and you will see the option to upload additional docs.

Attachments

OSFL-coi- sample_Karin Vinson.pdf
Revised-Consultant-Agreement-1_Karin Vinson.pdf
sb529_sample_contractor_affidavit_Karin Vinson.p...