

# CONTRACT LIAISON UPDATES

## Thank you!

Thanks to those Department Heads and Contract Liaisons who have submitted FY20 Contract Liaison Delegation forms!

For those who haven't yet submitted a new form, please follow the link provided in the email dated 9/4/19 from HSC Contract Administration and submit by **September 16, 2019** in order for Contract Liaisons to continue to submit contracts in TCM.

New delegations must be completed every fiscal year in order to maintain accurate contract records. Contact OCA at [contractadmin@unthsc.edu](mailto:contractadmin@unthsc.edu) if you have any questions.

## Training:

The following *30-minute Help Sessions* have proven to be a popular method to deliver training to Contract Liaisons and Department Heads.

Subject	Location	Date and Time
TCM Help Session Webinar - <i>General information about TCM</i>	Skype	Mon, 10/14/19, 2:00 PM
TCM Help Session Webinar - <i>General information about TCM</i>	Skype	Tue, 10/15/19, 9:00 AM
TCM Help Session Webinar - <i>Reports &amp; Saved Searches</i>	Skype	Tue, 10/15/19, 2:00 PM
TCM Help Session Webinar - <i>Reports &amp; Saved Searches</i>	Skype	Wed, 10/16/19, 9:00 AM
TCM Help Session Webinar - <i>Notifications</i>	Skype	Wed, 10/16/19, 2:00 PM
TCM Help Session Webinar - <i>Notifications</i>	Skype	Thu, 10/17/19, 9:00 AM

Watch for an email invitation with instructions for the sessions.

## Service Expo:

Be sure to stop by the Office of Contract Administration table at the *Service Expo* on September 26<sup>th</sup>. We look forward to seeing you!

## BOR Submission Reminder:

The due date for submission of items that require BOR Approval is **October 4<sup>th</sup>** for the Board meeting on November 14-15. Please coordinate these with your appropriate [Cabinet member's](#) office.

## Notice:

The Office of Contract Administration will be attending on offsite professional development retreat on Thursday, September 12<sup>th</sup> and will be out of the office after 2:00 PM. Inquiries received during this time will be addressed the following day.

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If you have any questions or if we can assist you, please contact one of us.

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