

# HOW DEPARTMENT HEADS DELEGATE A CONTRACT LIAISON

*Purpose: At HSC, department heads that have cause to enter into business contracts (not sponsored programs contracts) delegate Contract Liaisons(s) to submit contracts on behalf of their department.*



How do I delegate a Contract Liaison?

## FOLLOW THESE STEP-BY-STEP INSTRUCTIONS:

1. Go to *Insite* homepage, select 'Everyday', then select Contract Administration.

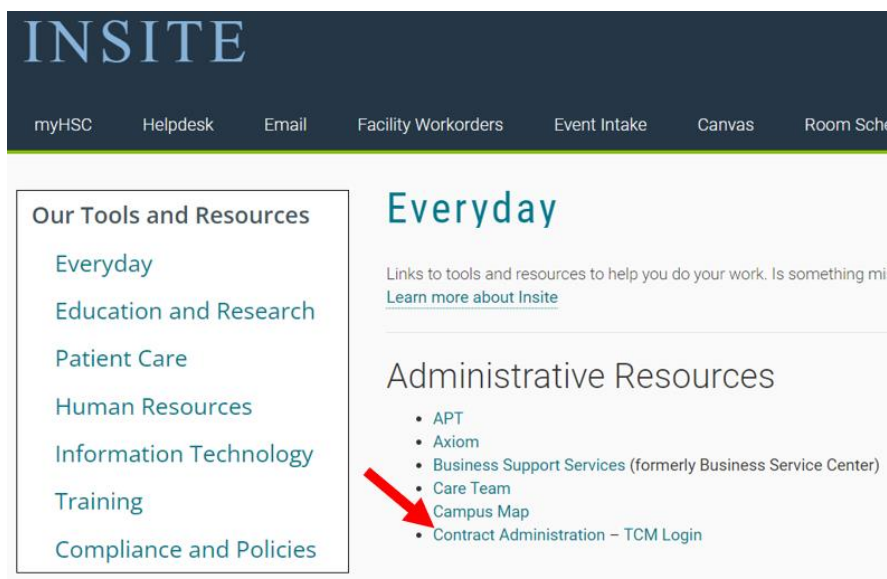


Figure 1

2. From the Contract Administration home page, click on the 'Contract Liaisons' tab



Figure 2

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3. Click on 'Contract Liaison Delegation' to pull up the form.



Figure 3

4. You must be logged in to use the form.



Figure 4

5. Login using your EIS login and password.

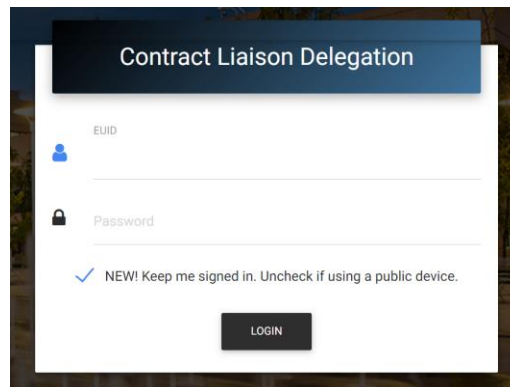
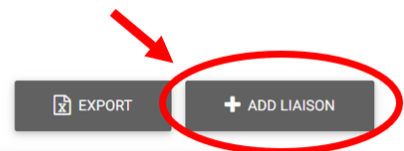
A screenshot of the 'Contract Liaison Delegation' login form. The form has a white background with a dark blue header that says 'Contract Liaison Delegation'. Below the header, there are two input fields: 'EUID' with a blue person icon and 'Password' with a black padlock icon. Below these fields is a checkbox labeled 'NEW! Keep me signed in. Uncheck if using a public device.' and a dark blue 'LOGIN' button.

Figure 5

6. Once logged in, select '+ Add Liaison'.

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7. The highlighted fields must be completed. Department names are listed with the department number and may be searched for by either name or number.

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Complete this form to designate a Contract Liaison for your department. The Contract Liaison is responsible for ensuring that UNTHSC policies and procedures are followed when a department-initiated business contract is required. Contract Liaisons work closely with the Office of Contract Administration through each stage of the contract lifecycle. ALL FIELDS ARE REQUIRED.

Department: [highlighted] Term: 2022

Department Head: Patrice Victor Department Head Phone: [highlighted]

Department Head Email: Patrice.Victor@unthsc.edu Contract Liaison Phone: [highlighted]

Help: To search for "John doe", Please type John.doe or euid or email of john doe

Delegated Contract Liaison: [highlighted]

I understand that I am delegating a Contract Liaison to initiate, monitor, negotiate, and administer contracts for and on behalf of the UNTHSC department listed above. I understand that UNTHSC's financial, academic and clinical interests must be protected, and that any obligation contained in a contract initiated by my department will be properly handled according to State of Texas requirements, UNT System Regents Rules and UNTHSC Policies.

Check this box to sign as department head

Department Head Sign Date: 1/28/2022 3:58:30 PM

I understand that I must complete Contract Liaison and TCM online training, agree to follow Contract Liaison Procedures and only initiate contracts within departmental delegated authority. My signature on this form acknowledges my understanding of UNTHSC Contract Administration Policies and Procedures and the consequences for failure to comply.

Check this box to sign as Contract Liaison

Liaison Sign Date: \_\_\_\_\_

Contract Liaison Delegations will be verified each Fiscal Year.  
Please Submit a new form anytime there are changes to this delegation.

SUBMIT GO BACK

Figure 6

8. The Contract Liaison field requires the official name of the delegated individual. If you can't find that individual by name, please search using their email address or EUID.
9. Check the box to show you accept the terms and click 'Submit'. The form will automatically route to the Contract Liaison, where they should sign and submit.

### IMPORTANT

- Once the Department Head/Director has designated a department Contract Liaison, the Office of Contract Administration will email instructions to the Liaison to enroll in contract training. Once training is complete, and the Contract Liaison has logged in to Total Contract Manager [<https://www.unthsc.edu/administrative/office-for-finance/contract-administration/total-contract-manager>], he/she will be granted the permissions to submit Contract Requests.

Please also note that there are helpful TCM [video guides](#) on the Office of Contract Administration website. Feel free to browse the website for other useful information.

For questions, contact us:

Office of Contract Administration

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e: [contractadmin@unthsc.edu](mailto:contractadmin@unthsc.edu)

<http://www.hsc.unt.edu/Sites/OfficeofContractAdministration/>