



Request for Legal Review of a Contract (Corporate) Submission Checklist

Office of University Counsel (Corporate) is pleased to review your contract from a legal perspective and advise on the legal consequences of the University entering into your contract; however, we are not authorized to approve your contract, including the activities described in the contract. To help us provide you with prompt legal advice, please complete all of the following before submitting this checklist:

- Read the contract with a view to flagging any business risks for your authorized signatory
Determine the business purpose and operational viability of contract
Contact your unit's Business Officer, Department Manager, Chief Administrative Officer or similar officer with administrative oversight for the contract to ensure that the contract has been approved in concept.

Once you have done all of the above, we look forward to providing you with legal support.

Academic Administrator Authorized to Sign the Contract:

Name:

Title:

Approval for entering into the contract has been obtained Yes

Submitter: Unit financially responsible: Other University units involved in contract, if any:

Name:

Title:

- 1. Previous University legal counsel involved
2. Status of contract requiring review
3. Contract type

- Yes (please identify)
No
Existing contract (please attach the executed contract)
Proposed contract (please attach the most current draft)
None of the above
Non-disclosure
Purchase of services or goods
Sale of service or goods
Data transfer or sharing
Memorandum of Understanding
Collaboration
Other: (please identify)

1 If value of purchase exceeds \$100K, consult the Procurement Policy for more information. Legal counsel will only review contracts for \$100K+ via Procurement Services directly. If engaging an individual to provide services, contact your divisional HR office for expert advice on whether the proposed relationship with an individual service provider supports an independent contractor designation.



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4. Legal assistance required to	<input type="checkbox"/> Terminate an existing contract <input type="checkbox"/> Amend an existing contract <input type="checkbox"/> Review a contract provided by a third party <input type="checkbox"/> Review changes made to a UofT template by a third party <input type="checkbox"/> Draft a new contract <input type="checkbox"/> Other: (please identify)		
5. Terms that you would like to flag for legal review	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Confidentiality, privacy and data terms <input type="checkbox"/> Indemnities and liability <input type="checkbox"/> Intellectual property rights <input type="checkbox"/> Insurance requirements <input type="checkbox"/> Events of default <input type="checkbox"/> Force majeure <input type="checkbox"/> Representations and warranties </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Dispute resolution <input type="checkbox"/> Governing law <input type="checkbox"/> Payment terms <input type="checkbox"/> Termination provisions <input type="checkbox"/> All of the above <input type="checkbox"/> Other: (please identify) </td> </tr> </table>	<input type="checkbox"/> Confidentiality, privacy and data terms <input type="checkbox"/> Indemnities and liability <input type="checkbox"/> Intellectual property rights <input type="checkbox"/> Insurance requirements <input type="checkbox"/> Events of default <input type="checkbox"/> Force majeure <input type="checkbox"/> Representations and warranties	<input type="checkbox"/> Dispute resolution <input type="checkbox"/> Governing law <input type="checkbox"/> Payment terms <input type="checkbox"/> Termination provisions <input type="checkbox"/> All of the above <input type="checkbox"/> Other: (please identify)
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6. Contract dollar value and currency	_____		
7. Name of other party to the contract	_____		
8. Contract term dates	<input type="checkbox"/> International ² third party Start date: (anticipated or confirmed) End date: (anticipated or confirmed)		
9. Contract involves Students	<input type="checkbox"/> Yes (please include details) <input type="checkbox"/> No		
10. University contributions to contract include	<input type="checkbox"/> Financial <input type="checkbox"/> Facilities and/or Equipment <input type="checkbox"/> Human Resources (faculty/staff) <input type="checkbox"/> Other: (please identify)		
11. Contract description and any other information we should know	_____		
12. Timeline	<input type="checkbox"/> Within one week or sooner (be honest please) <input type="checkbox"/> 1 week <input type="checkbox"/> 2 weeks <input type="checkbox"/> Other: (please identify)		

² Academic division contracts that involve an international third party will require the Provost's review, approval, and signature as indicated in the [Provostial Guidelines for Academic Divisions on Contracts](#)