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Introduction

The Policy on the Approval of Contracts and Designation of Signing Authority (Policy) identifies the University’s signing officers and their signing authority limits and conditions. It provides a framework within which signing officers are authorized to delegate their authority while remaining accountable for all contracts signed pursuant to established delegations.

Types of Contracts:

The Policy applies to the following contracts: all written contracts, sub-contracts, letters of intent, letters of agreement, memoranda of understanding, memoranda of agreement, leases, licenses, donor agreements, deeds, grant applications, grant agreements, certificates, instruments, or any other document which creates an obligation or is binding upon the University or any part thereof, and any accessory document.

Signing Officers:

A signing officer is a person to whom authority to approve and sign contract on behalf of the University has been assigned. The Principal, the Provost and Vice-Principal (Academic), the Vice-Principals, the Deputy-Provost, the General Counsel and the Secretary-General are the signing officers.

Signing officers may delegate approval and signing authority for contracts in his/her area of responsibility.

Delegates:

Delegates are staff occupying M3 level positions or their equivalents within the signing officer’s area of responsibility.

Sub-Delegates:

Once delegated by a signing officer, authority for approval and/or signing of contracts is not to be subject to sub-delegation by the delegate, with the exception of contracts valued up to $100,000. The approval and signing of such contracts may be sub-delegated by the delegate to positions in a direct reporting relationship to the delegate, and not below the level of M1 (Grade 2) or equivalent.
The purpose of this document is to explain the process to be used by delegates and sub-delegates for purposes of submitting a report on contracts executed by the delegate and sub-delegate, as applicable, to the signing officer.

**Accessing the Signing Policy Reporting Tool**

To access the web-based Contract signing application:

1. Open your web browser (i.e. Chrome, Internet Explorer, Firefox or Safari) and type the following URL: [www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)

2. The Minerva login screen opens. Enter your *McGill Username* ([first.last@mcgill.ca](mailto:first.last@mcgill.ca)) and *McGill Password*.

3. Click on the **Login** button.

4. Click the **Signing Policy** tab from the Minerva menu.
Contracts

To create, edit or view contracts, Click **Enter Contracts**.

Read the information displayed at the top part of the resulting screen under **Manage Contracts**.
If you are a delegate, the bottom part of the Manage Contracts screen displays the signing officer’s Area, Name and Title, Delegate (you) and your sub-delegates (if any) along with a list of contract classes within the signing officer’s area of responsibility.

If you are a sub-delegate, the bottom part of the Manage Contracts screen displays the signing officer’s Area, Name and Title, delegate(s) and you as a sub-delegate, along with a list of contract classes within the signing officer’s area of responsibility.

To edit or update an existing contract, scroll to the right side of the window. You will see an Edit button beside the contract. One can edit only the contracts that she or he has created.

Click Add button to create a new contract.

You may click Email list to send a list of the contracts (created by you) in excel format to yourself. If you are a delegate, the list of contracts emailed will include the contracts of your sub-delegates.
Creating a New Contract

Click the **Add** button located at the bottom left corner of the Contracts list screen. You will see the following window.

**Manage Contracts**

In accordance with the Policy, contracts include: all written contracts, sub-contracts, letters of intent, letters of agreement, memoranda of understanding, memoranda of agreement, leases, licenses, loan agreements, deeds, grant applications, grant agreements, certificates, instruments, or any other document which creates an obligation or is binding upon the University or any part thereof, and any accessory document.

Complete the fields with information about the contract, and then click the **SAVE** button.

Note – The fields marked with an asterisk (*) are mandatory, and require you to include relevant information before you click the **SAVE** button.

Note – If you have made an error before you click the **SAVE** button, you may click the **RESET** button to delete the entry. The contract information that you have entered cannot be deleted once you click the **SAVE** button.

- * indicates a required field.

**Contract Class:**

**Contract Name:**

**Contract Value:**

**Signature Date:**

**Second Signature:**

**Risk Assessment:**

**Risk Assessment Descriptions:**

**Legal Review Obtained:**

**Legal Review Obtained Description:**

**Non Compliance:**

**Non Compliance Descriptions:**

Enter the date when the contract was signed. Contracts valued at $1 million and above require a second signature. If two signatures were obtained, enter the date of the second signature.

Enter the name and title of the co-signatory, as applicable. For more information, see section 24 of the Policy and the Procedure Regarding Second Signatures on Contracts of a Value Greater Than $1,000,000.

In compliance with the relevant sections of the Policy, including sections 34, 37 and 38, check this box if there is an elevated risk associated with the contract and provide a brief explanation in the description field.

Unless standard forms of contracts pre-approved for such purposes are used, review by Legal Services is mandatory for any contract of a value above $500,000 or, regardless of the value, and in all instances where the contract may carry higher than regular risk. Check this box if legal review was sought. Enter reasons in the description box.

Check this box if the contract does not comply with the Policy. Please provide a description of the non-compliance issue in the description field.

Select an appropriate classification of the contract from the **Contract Class** drop-down list. You will see the Contract Classes that are under the authority of your signing officer.
Type in a contract name, value of the contract and a signing date. For all contracts (except research grant applications), if the contract value is greater than or equal to one million dollars, ($1,000,000) a second signature is required in accordance with the Procedure regarding Second Signatures on Contracts of a value greater than $1,000,000. In that case, you must enter the name and position of the second signatory.

<table>
<thead>
<tr>
<th>Contract Class</th>
<th>Research Contracts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Name</td>
<td>Protein Research</td>
</tr>
<tr>
<td>Contract Value</td>
<td>$40,000.00</td>
</tr>
<tr>
<td>Signature Date</td>
<td>05-Sep-2018</td>
</tr>
<tr>
<td>Second Signature</td>
<td></td>
</tr>
</tbody>
</table>

**Risk Assessment:** In compliance with the relevant sections of the Policy, including sections 34, 37 and 38, check this box if there is an elevated risk associated with the contract and provide a brief explanation in the description field.

**Risk Assessment Descriptions:** Obtaining experiment samples

**Legal Review Obtained:**
- Legal review report obtained from McGill Lawyers

**Non Compliance:**
- Non Compliance Descriptions:
**Review by Legal Services**: If standard pre-approved, forms of contracts have not been used, review by Legal Services is mandatory for any contract of a value above $500,000 or, regardless of the value, in all instances where the contract may carry higher risk.

Check this box if legal review was sought. Enter reasons in the description box. **Non-compliance**: if the contract does not comply with the [Policy](#), provide a description of the issue in the description field.

Click **Save**. The new contract will be displayed in the contract list, as shown below.

<table>
<thead>
<tr>
<th>Contract Class</th>
<th>Contract Name</th>
<th>Contract Value</th>
<th>Signature Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Contracts</td>
<td>Protein Research</td>
<td>$40,000.00</td>
<td>05-Sep-2016</td>
</tr>
<tr>
<td>Research Contracts</td>
<td>test research contracts</td>
<td>$34,000.00</td>
<td>20-Aug-2016</td>
</tr>
</tbody>
</table>

**Sub-Delegate**

If you are a sub-delegate, access the Signing Policy menu and click on **Enter Contracts** to enter your contracts. The screen will display the names of the signing officer, delegate(s) and yourself as sub-delegate.

The steps to create a contract are the same as those for a delegate.
When you click the **Save** button, the new contract will be added to the contract list.
Delegate and Sub-Delegate Role

A staff member can be a delegate for one signing officer and a sub-delegate for another delegate. If you are both delegate and sub-delegate, you must choose the role (delegate or sub-delegate) within which you executed the contract.

Submitting Reports on Contracts

It is a requirement for delegates and sub-delegates to submit quarterly reports for each fiscal quarter: January 31, April 30, July 31 and October 31.

From Minerva, select Signing Policy and then click Submit Reports.

You will see the Contract Submission screen as below.
Select the fiscal quarter (July 31, October 31, January 31, or April 30) for which you are submitting a report. As a delegate, you will see below a list of the names of your sub-delegates. Please indicate whether they have submitted the contracts for the selected fiscal quarter. You may have to remind your sub-delegates to submit their contracts for the current quarter. Contracts that have been entered but not submitted by the sub-delegate may be viewed by the delegate by clicking on ‘Not submitted’ link.

Scroll down to the bottom of the Contract Submission page and read the Policy Reminders.

**Note:** You must complete the confirmation and certification requirements on this page and then click Submit.
A message will pop up asking you to confirm the submission of your contracts. Click OK.

After you submit your contracts for the fiscal quarter, you will see the following screen.

Even if you don’t have a contract to submit for the fiscal quarter, you still need to submit a report for each quarter.
Once you submit your report, will you be unable to make any edits or changes. If you need to make edits or changes after the report has been submitted, please contact Bonnie Borenstein at the Secretariat (bonnie.borenstein@mcgill.ca).
Producing a Report

If you are a delegate, in order to create a pdf report for transmission to your signing officer, you must make sure that all your sub-delegates also submitted their contracts for the fiscal quarter. Click the **PDF Report** button, below the Policy Reminders.

Policy Reminders:

- A delegate must hold a position at the Grade 7, M3 or equivalent levels. A delegate has been assigned delegate authority to approve and sign contracts valued at $10,000 or above executed by the delegate pursuant to the delegate authority.

- A sub-delegate must hold a position at the Grade 2, M1 or equivalent levels. A sub-delegate has been assigned delegate authority to approve and sign contracts valued at $100,000. A sub-delegate must submit a report to delegate on all contracts executed pursuant to the delegated authority to approve and sign contracts must report to the signing officer or delegate, as the case may be. In addition, irrespective of contract value, which present a significant level of risk that could bring the University under public scrutiny, settlement claims or include unusual legal provisions.

- Please ensure that you have reviewed the Policy before entering your contracts.

The quarterly report will look like the following:

Signing officers, delegates and sub-delegates should retain a copy of this report for reference.