Academic Affairs’
Business Concept, Project & Special Contract Consideration Approvals

The Provost’s Office has created a shared email box, AAContractReview@depaul.edu, to receive all proposed business concept/project proposals and potential contracts within the purview of Academic Affairs, with a dollar value of \( \geq 25,000^* \) OR proposals involving any of the areas of special consideration, noted below:

- Proposals or projects which **expand academic programs** (e.g. affiliation agreements, articulation agreements)
- Proposals or projects involving **unique tuition pricing arrangements** (e.g. discounted or zero tuition, cohort-pricing)
- Proposals or projects involving or **affecting more than one academic or administrative officer’s area of responsibility**
- Proposals or projects which seek to create **consulting or independent contractor relationships** (if \( \geq 25,000 \))
- Proposals or projects which expose the University to **significant risk or liability** (e.g. vehicles)

*Consistent with the University’s Procurement policies and procedures, proposals or projects, related to **technology, and totaling > 10,000**, require approval by Information Services. Additionally, items that could impact the university’s infrastructure (such as servers, networking equipment or networked software) require approval by Information Services and/or the Provost’s Office, regardless of dollar amount.

**International programs and other international activities** (e.g. study abroad, degree programs abroad, faculty and student exchanges, international visiting scholars, international grants and foreign academic consulting) should continue to be reviewed and approved according to established policies and processes.

Proposed business concepts/projects and all accompanying potential contract documentation should be emailed to the aforementioned email box. The Provost’s Office will respond within seven (7) business days, or earlier, of initial receipt.

For additional support or questions please contact either Cheryl Einsele (ceinsele@depaul.edu, x2-8489) or Courtney Walker (cwalke38@depaul.edu, x2-7118), within Academic Fiscal Administration.