

FAQ's for the MyCWU Contract Intake eForm

This document provides users with frequently asked questions (FAQ's) for the MyCWU Contract Intake eForm.

1.	<p>What type of contracts should be submitted for review using the MyCWU Contract Intake eForm?</p> <p>Answer: Any contract that requires review by the CWU Contracts Office should be submitted using this eForm. This includes, but is not limited to, contracts for the procurement of goods/services, leases, interagency contracts, non-disclosure agreements, affiliation agreements, revenue generating contracts, and certain grant-related contracts (see external grants/contracts FAQs). For additional information, see CWUR 3-10-612: Contracting.</p>																								
2.	<p>How can I find information about a MyCWU Contract Intake eForm that has been submitted by someone else?</p> <p>Answer: In MyCWU, navigate to</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Financial Management > Reporting Tools > Query > Query Viewer</p> </div> <p>Find the below query and click either HTML or Excel link</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">CWFM_FORM_CONTRACTIN_B</td> <td style="width: 30%;">Contract Intake Form Info</td> <td style="width: 10%;">Public</td> <td style="width: 10%; text-align: center;">HTML</td> <td style="width: 10%; text-align: center;">Excel</td> </tr> </table>	CWFM_FORM_CONTRACTIN_B	Contract Intake Form Info	Public	HTML	Excel																			
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3.	<p>How do I look up the status of a MyCWU Contract Intake eForm or whose approval queue it is in?</p> <p>Answer: In MyCWU, navigate to</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Financial Management > Reporting Tools > BI Publisher > Query Report Viewer</p> </div> <p>Enter the word contract (not case sensitive), click the Search button, and then click the View Report link highlighted below.</p> <p>Query Report Viewer</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>*Search by <input type="text" value="Report Name"/> begins with <input type="text" value="contract"/></p> <p>Search Advanced Search</p> <p>Show Template Prompts</p> <p>Search Results</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Report Definition</th> <th>Personalize</th> <th>Find</th> <th>View All</th> <th>First</th> <th>1 of 1</th> <th>Last</th> </tr> <tr> <th>Report Name</th> <th>Description</th> <th>Data Source ID</th> <th>*Format</th> <th>Burst</th> <th colspan="3">View Report</th> </tr> </thead> <tbody> <tr> <td>CONTRACT_IN</td> <td>Contract Intake Status</td> <td>CWFM_BIP_CONTRACTIN_APR_B</td> <td>PDF</td> <td>N</td> <td colspan="3" style="text-align: center;">View Report</td> </tr> </tbody> </table>	Report Definition		Personalize	Find	View All	First	1 of 1	Last	Report Name	Description	Data Source ID	*Format	Burst	View Report			CONTRACT_IN	Contract Intake Status	CWFM_BIP_CONTRACTIN_APR_B	PDF	N	View Report		
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4.	What if the contract will be split between 2 SpeedKeys? Answer: Provide the SpeedKeys that fund the contract in the field "More Information".
5.	How do I look up who is responsible for a SpeedKey? Answer: In MyCWU, navigate to Main Menu > Financial Management > CWU Custom Functions > Utilities > Speed Key Reference Page
6.	How do I submit a request to change a department fiscal manager? Answer: In MyCWU, navigate to Financial Management > Employee Self Service > Dept Fiscal Manager Change
7.	If you have any questions, please contact the Contracts Office by calling (509-963-2324) or emailing cwu.contractsoffice@cwu.edu .