FAQ's for the MyCWU Contract Intake eForm (External Grant/Contract Specific)

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

1.	**What type of contracts specific to External Grants/Contracts *SHOULD NOT* be entered into the MyCWU Contract Intake eForm?** **Answer:** No federal/state/private or international **prime awards** such as NSF, USDoEd, USGS, WSDOT, WSDNR, NEH, CNCS, City of Ellensburg, Suncadia, etc. as those flow differently through the University and are signed by CWU's AOR (Authorized Organizational Representative), Dean of Graduate Studies and Research.
2.	**Who is the Contract Administrator on a contract that is supported by an external grant/contract?** **Answer:** It is the PI (Principal Investigator) of the external grant/contract that is funding the subcontract.
3.	**What type of contracts should be entered using the MyCWU Contract Intake eForm?** **Answer:** The same types of contracts that have previously been reviewed and processed by the CWU Contracts/Procurement Office. Goods & Services (i.e. vendor contracts), MOU's (memorandums of understanding) and sub-recipient awards that are being funded by the external grant/contract.
4.	**How can I find information about a MyCWU Contact Intake eForm that has been submitted by someone else?** **Answer:** In MyCWU, navigate to Financial Management ▼ > Reporting Tools ▼ > Query ▼ > Query Viewer Find the below query and click either HTML or Excel link CWFM_FORM_CONTRACTIN_B Contract Intake Form Info Public HTML Excel
5.	**How do I look up the status of a MyCWU Contract Intake eForm or whose approval queue it is in?** **Answer:** In MyCWU, navigate to

Financial Management ▾ > Reporting Tools ▾ > BI Publisher ▾ > Query Report Viewer

Enter the word contract (not case sensitive), click the Search button, and then click the View Report link highlighted below.

Query Report Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search by Report Name ▾   begins with   contract

[Search]   Advanced Search

Search Results   Show Template Prompts

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

6.	**What if the contract will be split between 2 SpeedKeys?** **Answer:** Provide the speedkeys that fund the contract in the field "More Information".
7.	**How do I look up who is the PI for a SpeedKey?** **Answer:** In MyCWU, navigate to Main Menu > Financial Management > CWU Custom Functions > Utilities > Speed Key Reference Page and the PI is listed as the **Project Fiscal Manager**.
8.	**How do I submit a request to change a Project Fiscal Manager or PI?** **Answer:** Departments cannot change the Project Fiscal Manager or PIs in the FMS system as that person has been approved by the external sponsor.
9.	If you have any questions, please contact the Contracts Office by calling (509-963-2324), emailing cwu.contractsoffice@cwu.edu; or Post-Award Office (509-963-1988), emailing heather.harrell@cwu.edu.