**Justification for Untimely Contract Submittal**

Contract Number:

Section IV (B) of MAPP Procedure 4.04.01 on Contracting requires the following:

**The office originating the contract should allow sufficient time for the designated approval steps to occur prior to the beginning date of the contract. It is recommended that at least 60 days be allowed for university review and approval. A minimum of 24 hours is required to permit adequate processing time.**

The Division of Research, Office of Contracts and Grants requires an explanation addressing the reason or reasons why a contract was not submitted in a timely manner for processing. Accordingly, contracts submitted for processing and signatures fewer than 24 hours prior to the (a) effective date of the contract, (b) the start date for services, or (c) the date on which goods are to be delivered must be accompanied by this completed form. If more space is needed, please attach additional pages.

**Cause(s) for Delay**

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College/Department/Division:

**College/Department/Division Administrator:**

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| Name |  | Phone/Extension |  | Fax |
|  |  |       |  |
| Signature |  | Date |  |

**Director, Office of Contracts and Grants:**

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| Signature |  | Date |  |