**CHM/COM BUDGET AND FINANCE OFFICE**

**CONTRACT/AMENDMENT CHECKLIST**

**Note:** Please use the following checklist to provide the applicable information required for a new proposed contract or amendment to an existing contract. Please return the completed checklist, any attachment, and questions/concerns to: Michael Braem, J.D., CHM Budget and Finance Office, braemmic@msu.edu.

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| **Information from MSUCHM Requestor:****Request Date:**  Click here to enter a date. |
| **CHM Requestor:** MSU employee name |
| **CHM Requestor Contact Information:** MSU employee phone number or email address |
| **CHM Approving Dean:** e.g., campus dean **Approval Date:** Click here to enter a date. |
| **Contract Start Date:** Click here to enter a date. **Contract End Date:** Click here to enter a date. |
| **Contracting Party (Primary):** Name of contracting party **Contracting Party’s Negotiator/Point of Contact:** Name, email address, phone, address |
| **Contracting Party (Secondary):** Name of other contracting party **Contracting Party’s Negotiator/Point of Contact:** Name, email address, phone, address |

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| **If A New Contract:**  |
| **Nature of Proposed Contract (check applicable boxes below):** |
| [ ]  **Clinical Training Affiliation – For Elective Course(s)** |
| [ ]  **Clinical Training Affiliation – For Required Course(s)** |
| [ ]  **Collaboration**  |
| [ ]  **Educational Affiliation** |
| [ ]  **Faculty Affiliation – MER** |
| [ ]  **Faculty Affiliation – Non-MER** |
| [ ]  **Fellowship** |
| [ ]  **Graduate Medical Education Affiliated** |
| [ ]  **Graduate Medical Education Sponsored** |
| [ ]  **Memorandum of Understanding** |
| [ ]  **Services Contract**  |
| [ ]  **Other (Describe Below)** |
| **Comments for New Contract:**  |

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| **If An Existing Contract:**  |
| **Effective Date, Title, Parties to Existing Contract (Please Attach New Information and Existing Contract if Available):** |
| **What is Changed (Amended):** |
| [ ]  **Attachments/Appendices** |
| [ ]  **Budget/Funds (Increase or Decrease)** |
| [ ]  **Contracting Parties** |
| [ ]  **Dates** |
| [ ]  **Renewal** |
| [ ]  **Scope of Engagement or Work**  |
| [ ]  **Terms and Conditions** |
| [ ]  **Other (Describe Below)** |
| **Comments About What Has Changed/What Needs to Be Amended:** |

S:\Business Office\Contracts\Agreements (M. Braem 2/15/21)