

RASR CONTRACT TIP SHEET

My RASR Form Submissions	
New Forms:	1
Submitted:	0
Returned:	0
Completed:	0

Welcome to RASR

School of Medicine UNC-Chapel Hill

Search below for a RASR form that can help you.

i.e. 'Request', 'Advance', 'P-Card', etc

School of Medicine

Routed Submissions by Role	
Processor:	216
Approver:	119
Research Pre-Award:	2
Finance:	10
OPSCA Approval:	2
Approver Level 2:	4
FP Finance:	0
Dept Contract Approval:	0
Contract Processor:	0

Available Forms

- Consultants
 - Independent Contractor Request
- Deposits
 - Deposit
- Employee Reimbursements/Invoice Payments
 - Employee/Vendor Reimbursements/Invoice Payments
- External Contracts
 - OPSCA - Expert Witness Contract Request Form (CRF)
- FP Clinical Contracts - External Contracts
 - **UNC FP Clinical Contracts**
 - UNC FP Clinical Contracts -Invoice/ Billing
- Global Business Unit
 - Global Business Unit Request to purchase
 - Global Business Unit/UNC Chapel Hill Reconciliation
- Other Financial Request
 - Backup Documentation (ie Student Stores, parking, etc)
 - Budget Transfer
 - Journal Entry
 - PAAT ONLY - Benefit or Negative Amount Adjustment
 - PAAT ONLY - Wages Funding/Salary Retroactive Change
 - Salary Distribution Change/Funding Swap ONLY
- P-Card
 - Submit a P-Card Purchase Receipt

Navigate to [RASR](#)
 Click link for clinical contracts

UNC FP Clinical Contracts			
My Form Name	1	RASR ID	2
Form	UNC FP Clinical Contracts/Financial	Form Status	New
Creation Date		Submission Date	
Instructions	<p>To submit a contract that has been review and approved by OPSCA, please complete this form.</p> <p>* Ensure that the submission contains the entire contract, including exhibits and attachments.</p>		
Notes	<p>Note Note Type Created Last Modified +</p>		
DEPARTMENT INFORMATION			
Submitting Department *	3		
Submitter Name *		4	
Dept. Contact/Contract Administrator			5
Faculty PID			6

1. Form Name
 Format is "Contract # - Name of Contract/Type - Last Name of Provider in Contract, First Name"
 - 1264 - UNCHCS Med Director - Caulfield, Chris
 - 1410 - DPS (not performed by 1 provider so left off form name)
 - 1289 - Rockingham Professional Services - Assar, Soheil
2. RASR ID
 Auto-generated number. You will use this to connect the invoice form to the contract itself
3. Submitting Department
 Division in department where the contract is deposited or is expensed from
4. Submitter Name
 Name of person submitting form. Should be someone who can answer questions about invoicing
5. Department Contact/Contract Administrator
 Division Admin or ACA. Should be someone who can answer questions about the contract itself or contract negotiations
6. Faculty PID
 Add PID of personnel doing work on this contract. Can only be 1 PID. Not a required field so it can be left blank

Notes and Instructions

Notes and Instructions

Include all relevant and applicable additional information.

14. Attachments
Choose the appropriate attachment type. This will be queried to see if we are performing work without a signed contract or cover sheet

15. Submit/Save
Form will not save or submit without required fields (*). Once you submit, you can still edit and start the approval process again much like Connect Carolina routing. Once submitted, it routes in the below fashion.

Attachments

Form Attachments Attachments associated with this submission 14

[Add Attachment](#)

File Name	Uploaded By	Upload Date	Type	Area	NOTE

* These questions are mandatory

15
Submit
Save

Contract routing:

These roles were initially defined by a large department so there may be some overlap in roles in smaller departments

Submitter -> Department Approver -> Contracts Processor -> Department Contracts Approver -> FP Finance Approver

Submitter: Not a defined role in RASR, but the individual who is actually submitting the initial contract. The contract committee would prefer this to be an Analyst/Finance role in the Department

Department Approver: A division Admin or other Administrative person in the Department/Division who is knowledgeable of the negotiations of the contract. May be the ACA

Contracts Processor: Central finance person in the Department who is knowledgeable of the invoicing/payment mechanisms of the contract. May be the same as the submitter.

Proposed: Route to OPSCA at this step to begin the AdobeSign process.

Department Contracts Approver: More senior central finance role. Likely the ACA

FP Finance Approver: Someone in central FP (most likely Suzanne)

Next Steps:

- Please send the name of the individual in each role by department to Suzanne (Suzanne_scott@med.unc.edu)
- All fully executed contracts or those where work is being done via signed Coversheet need to be loaded into RASR by the end of July. We will use RASR for July accruals so the accuracy of our financials is dependent upon the accuracy of the data loaded into RASR.