

## **Request for Legal Review of a Contract**

If you require legal review of a contract involving the University, please complete the [Request for Contract Review](#) form and email it to Kimberly Marchuk at [kdrewnia@ualberta.ca](mailto:kdrewnia@ualberta.ca) or the lawyer you normally work with for the given subject matter. Please note that you are required to follow the [University's Contract Review and Signing Authority Policy](#), the [Contract Review Procedure](#) and the [University's Retention of External Legal Counsel Procedure](#).

The Office of General Counsel may, at its discretion, waive the requirement for a Request for Contract Review form on a case-by-case basis. Urgent requests are one example where an exemption may be considered.

Please refer to the University's Retention of External Legal Counsel Procedure for a [list of individuals authorized to contact the Office of General Counsel for the purposes of seeking legal advice](#). If your position is not listed in the policy then you should raise this matter with someone whose position appears on the list and have them contact the Office of General Counsel, if necessary. This will ensure your matter is dealt with in an efficient manner.

If you are entering into a contract where the University will be purchasing either goods or services, then your contract will most likely be managed by Supply Management Services (SMS). Please contact SMS directly for all contracts related to the purchase of goods or services. If your contract relates to a research grant or research investigation, please contact the Research Services Office for assistance. You are responsible for contacting any other units that may need to review your contract (e.g. Risk Management, Information and Privacy, etc.), although the Office of General Counsel may suggest others who should review the contract.

When requesting review of a contract, please provide a copy of the contract and all relevant supporting documentation as well as a copy of the [Cover Sheet and Signing Page](#) for your contract. If you have any additional relevant information or particular areas of concern that have not been identified in the Request for Contract Review form, please communicate this to the Office of General Counsel by email. Legal advice may be provided in writing, over the telephone or in-person, depending on the circumstances.

If your request relates to the renewal of an existing contract, please provide a copy of the existing contract. If your contract is based on an approved template, you may not require legal review.

External legal counsel may be retained by the Office of General Counsel to work with you on your matter, depending on the situation.

Please note that we request as much advanced notice as possible to review contracts and we may not be able to meet your timing expectations if we are not given sufficient notice.