

## **Agiloft Updates- October, 2024**

The Agiloft team will be updating Agiloft on October 25 to refine the intake process, with the goal of ensuring proper review of contracts at the time of submission. Job aids for Agiloft, including this notice, can be found on the Agiloft FAQ table, on the Agiloft homepage.

Below is the list of highlighted changes to expect after the upgrades go into place.

### **Software Contract Type**

Due to regulatory changes, cyber insurance requirements and audits, all software purchases require review by the Information Security team. To ensure that InfoSec is queued, a new “Software” contract type, under the “Service Agreement” contract category has been added to Agiloft. **When you have a software agreement, including a renewal, please select the Software contract type. If you are making a purchase of equipment that has a software component, please enter this into Agiloft using the “Software” contract type.** Using this contract type will expedite the review process, by eliminating the need to add InfoSec as a review team later in the process.

Software agreements can be associated with the use or purchase of a product, website or service and may include click-thru agreements and quotes. Please enter all agreements into Agiloft prior to commencing the requisition process.

For questions about the InfoSec review process, please reach out to Keith Hacke at [keith.hacke@health.slu.edu](mailto:keith.hacke@health.slu.edu).

### **OGC Intake Questions**

The Intake questions developed by OGC have been streamlined. The new questions account for the fact that OGC does not need to review unedited SLU templates, amendments or renewals to an active agreement with no changes to legal terms or agreements related to hotels, catering or car rentals.

For questions about the OGC review process, please reach out to Cari Hawthorne at [cari.hawthorne@slu.edu](mailto:cari.hawthorne@slu.edu).

### **Agiloft Issues after Upgrade**

While we do not anticipate any issues, if you experience any, please contact the following

- University Contracting- [Agiloftsupport@slu.edu](mailto:Agiloftsupport@slu.edu)
- Research Contracting- [contracts@slu.edu](mailto:contracts@slu.edu)

### **Additional Assistance**

Agiloft Admins will be holding office hours on Wednesday mornings from 9am-10am, from October 16<sup>th</sup> to the end of the year. The Teams link to drop in can be found [here](#).