

Contract Review Policy

Last Modified on 03/18/2025 1:04 pm EDT



Contract Review

Policy 1

Pre-Vetted Agreements 1

Contract Review is required for: 2

Insurance Contract Review is not required for: 2

How to Submit a Contract: 3

Common Issues: Worker's Comp & Auto Liability 3

Policy

All non-NYU contracts must be submitted for [Contract Review](#) for approval prior to signing unless they have been previously vetted. The insurance office reviews contracts to ensure that NYU's insurance policy meets the requirements of the agreement. This review should not be used for legal counsel. If an agreement was vetted more than 3 years ago, it should be re-submitted.

The turnaround time for feedback is a minimum of two weeks (10 business days).

Please make sure you read through the contract thoroughly and have all pertinent documents/pages available to send before submitting for review. It is advisable to submit contracts early in pre-production so that there is ample time to negotiate terms. If you are still considering multiple locations or vendors, feel free to submit all

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