



## Subject Matter Experts for Contract Review

Subject Matter Experts (SMEs) may need to review contracts with certain provisions or subject matters. Any such contract shall be sent directly to the SME area noted below for review and/or pre-approval prior to Contract Management and/or Office of General Counsel review. This list is not all-inclusive.

Subject Matter	Subject Matter Expert (SME)	SME Website
International affiliations and contracts	The <b>Division of International Affairs</b> is the SME responsible for coordinating international relationships for the University and facilitating University policy and processes regarding international activities.	<a href="http://www.niu.edu/international/">http://www.niu.edu/international/</a>
Purchase/acquisition of goods or services	<b>Procurement Services and Contract Management</b> is the SME responsible for facilitating purchasing processes.	<a href="https://www.niu.edu/procurement/">https://www.niu.edu/procurement/</a>
Property/Facilities	If a contract involves another party using or leasing University space, or the University using or leasing space owned by another party, the <b>Office of Facilities Management &amp; Campus Services</b> is the SME.	<a href="http://www.niu.edu/facilities/">http://www.niu.edu/facilities/</a>
Filming and/or photography on University property	The <b>Division of Enrollment Management, Marketing and Communications</b> and <b>Office of Facilities Management &amp; Campus Services</b> are the SMEs that review any requests for filming or photography on University property.	<a href="http://niu.edu/marcomm/">http://niu.edu/marcomm/</a> <a href="http://www.niu.edu/facilities/">http://www.niu.edu/facilities/</a>
Sponsored Programs	Sponsored Programs may include grants, contracts, and cooperative agreements for research, training, and other public service activities. <b>Sponsored Programs Administration</b> is the SME.	<a href="https://www.niu.edu/divresearch/funding/index.shtml">https://www.niu.edu/divresearch/funding/index.shtml</a>



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Export Control	The <b>Office of Research Compliance, Integrity &amp; Safety</b> is the SME for transactions involving the transmission of any goods, software, services or technical data out of the United States, or the accepting of any such goods, software, services or technical data.	<a href="http://www.research.niu.edu/divresearch/compliance/integrity/export/index.shtml">http://www.research.niu.edu/divresearch/compliance/integrity/export/index.shtml</a>
Credit Card Information	If the other party is involved in the processing, storage, or transmission of cardholder data, or provides services that control or could impact the security of cardholder data, the contract must contain provisions to comply with the Payment Card Industry Data Security Standards. <b>Treasury Operations</b> is the SME.	<a href="http://www.niu.edu/treasuryoperations/index.shtml">http://www.niu.edu/treasuryoperations/index.shtml</a>
Sharing of private or personal information, health care information, credit card data, non-directory student data (“FERPA” data)	If there is a chance the other party may have access to private information, the contract must contain special language and/or a Business Associate Agreement. The <b>Division of Information Technology (Chief Information Security Officer)</b> is the SME.	<a href="https://doit.niu.edu/doit/">https://doit.niu.edu/doit/</a>
Information Technology	The <b>Division of Information Technology</b> is the SME for Information Technology-related issues, including, but not limited to, the installation of equipment which requires connectivity to the University’s network, or confirmation of the University’s compliance with a vendor’s technological specifications.	<a href="https://doit.niu.edu/doit/">https://doit.niu.edu/doit/</a>
Insurance and Risk	The <b>Office of Risk Management</b> is the SME for any insurance or risk-related issues.	<a href="http://www.niu.edu/risk-management/">http://www.niu.edu/risk-management/</a>



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University's trademarks or logos (not related to Athletics)	The <b>Division of Enrollment Management, Marketing and Communications</b> is the SME that reviews any requests to use University trademarks and logos.	<a href="http://niu.edu/marcomm/">http://niu.edu/marcomm/</a>
University's trademarks or logos (related to Athletics)	The <b>Division of Intercollegiate Athletics</b> is the SME that reviews any product licensing requests or requests to use the University's athletic trademarks or logos.	<a href="http://www.niuhuskies.com/sports/2016/6/13/ot-licensing-information-html.aspx">http://www.niuhuskies.com/sports/2016/6/13/ot-licensing-information-html.aspx</a>
Employment	<b>Human Resource Services</b> is the SME for any employment-related issues.	<a href="http://www.hr.niu.edu/hrs/index.shtml">http://www.hr.niu.edu/hrs/index.shtml</a>
Intellectual Property	The <b>Office of the Executive Vice President and Provost</b> and the <b>Technology Transfer Office</b> are the SME's for issues involving the transfer of intellectual property (e.g., patentable inventions, copyrights, or trademarks) from the University to the other party, or from the other party to the University.	<a href="http://www.niu.edu/provost/">http://www.niu.edu/provost/</a> <a href="http://www.tto.niu.edu/tto/">http://www.tto.niu.edu/tto/</a>
Environment, Health and Safety	The <b>Department of Environmental Health and Safety</b> is the SME for compliance issues related to the environment, health or safety.	<a href="https://www.niu.edu/ehs/">https://www.niu.edu/ehs/</a>
University legal matters and outside legal counsel services	The <b>Office of General Counsel</b> is the SME responsible for University legal matters and should be consulted prior to hiring outside legal counsel to perform legal services related to University business.	<a href="http://www.niu.edu/generalcounsel/">http://www.niu.edu/generalcounsel/</a>



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Technology Accessibility	<p>The <b>Information Technology Accessibility Officer (ITAO)</b> is the SME responsible for making recommendations regarding the accessibility of electronic and information technology (EIT) purchases and/or development, especially when the accessibility of a product is unknown. The ITAO also assists with assessing the accessibility of EIT and creation of an equally effective alternative when necessary if an exception is made. The ITAO may also be consulted when accessibility assessments are conducted.</p>	<p><a href="http://niu.edu/technology-accessibility/procurement/policy.shtml">http://niu.edu/technology-accessibility/procurement/policy.shtml</a></p>
University data use/sharing	<p>If University data will be shared with an external party or the University will be the recipient of another party's data, the terms related to the data sharing and use arrangement should be reviewed by the University's <b>Data Management Committee</b> which is the SME. The Chair of the Data Management Committee will review the data sharing and use arrangement and/or will delegate to the appropriate Data Management Committee SME(s) for review, as appropriate. Depending on the type of data involved, additional SME areas may participate in the review, e.g. Registration and Records or Human Resource Services.</p>	<p><a href="https://www.niu.edu/doi/about/governance/itsc/dmc.shtml">https://www.niu.edu/doi/about/governance/itsc/dmc.shtml</a></p>