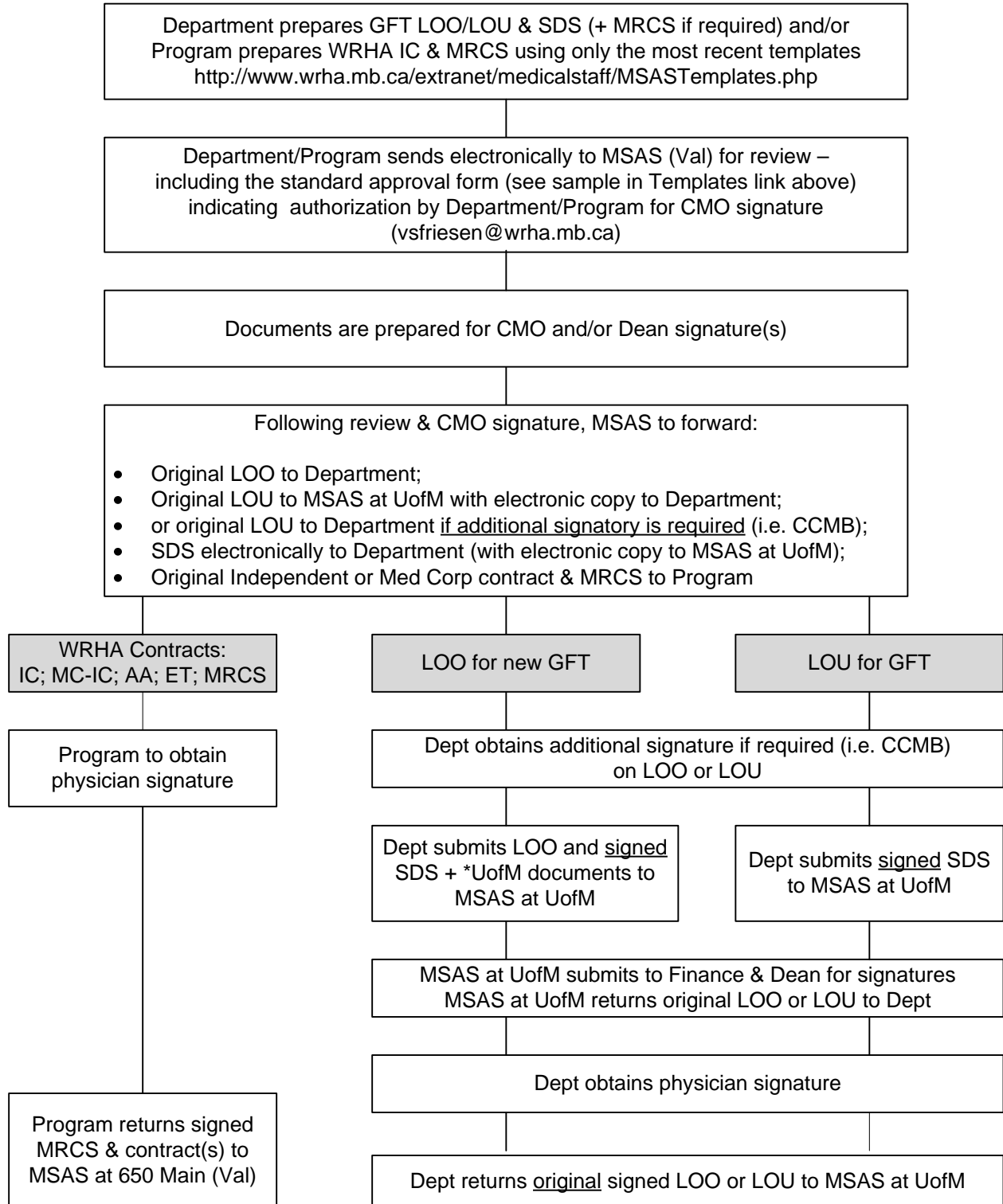
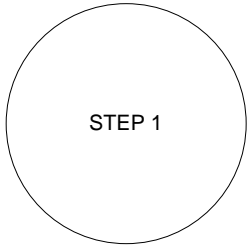


# CONTRACTING FLOW PROCESS (August 2017)



NOTE: MSAS at UofM (Heather/Debbie) will forward appropriate completed documents to MSAS (Val)  
\* UofM documents/forms to accompany LOO: See attached page

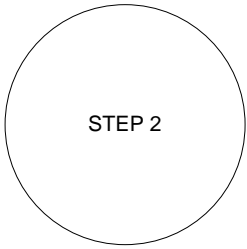


### Request to Recruit (R2R) Process

Department prepares R2R and sends original to MSAS (Nancy) for approval  
Include copy of CV if and when the new recruit is known

MSAS (Nancy) will inform Department/Program of Approved R2R #

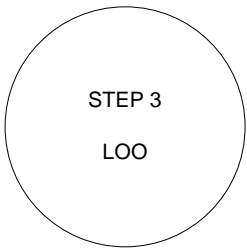
Following approval, Search Committee composition and advertisement is to be sent to Nancy for approval, prior to posting.



### Summary of Search (SOS) Process

Department prepares SOS and sends original to MSAS (Heather/Debbie) for Dean's signature  
Include copy of advertisement and candidate's CV

MSAS (Heather/Debbie) will provide Department a copy of approved SOS



### Letter of Offer (LOO) & Salary Distribution Sheet (SDS)

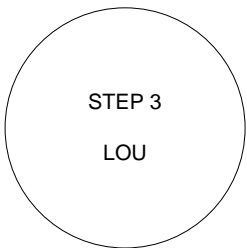
Department prepares LOO/SDS/Approval/MRCS (if required)/Role Description (RD) (if applicable) and sends electronically to MSAS (Val) for review and CMO signature

MSAS (Val) will forward original LOO/SDS/Approval/MRCS/RD to Department

OR

Department obtains signature from other organizations on LOO (i.e. CCMB)  
This does not include the Dean, Max Rady College of Medicine.

Department submits to MSAS (Heather/Debbie) within 10 days:  
LOO, signed SDS, and Academic Appointment Form (AAF)



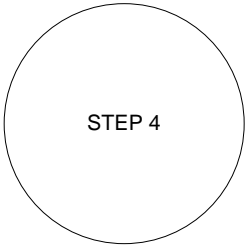
### Letter of Understanding (LOU) & Salary Distribution Sheet (SDS)

Department prepares LOU/SDS/Approval/MRCS (if required)/Role Description (RD) (if applicable) and sends electronically to MSAS (Val) for review and CMO signature

MSAS (Val) will forward original LOU to MSAS (Heather/Debbie) for Dean's signature

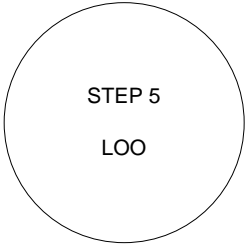
MSAS (Val) will forward SDS electronically to Department for signature.

Department submits signed SDS to MSAS (Heather/Debbie).



#### Returned LOO/LOU for Physician Signature

MSAS (Heather/Debbie) will forward original LOO/LOU to Department for Physician's signature

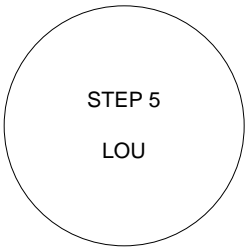


#### Submitted LOO for Processing

Department submits to MSAS (Heather/Debbie):

- Original signed LOO
- Original signed GFT Agreement & Plan
- Personal Information Form (PIF)
- Director Deposit Form (DDF)
- Void Cheque
- Employment Authorization (if applicable)
- Copy of Social Insurance Number (SIN)

OR



#### Submitted LOU for Processing

Department submits to MSAS (Heather/Debbie):

- Original signed LOU
- Original signed MRCS (if applicable)
- Role Description (if new position)