THE GEORGE
WASHINGTON
UNIVERSITY
WASHINGTON, DC

Gatekeeper Contract Management System
Departmental Account Setup Request Form
(Save and Open this document before filling it out to avoid loss of data.)

NOTE: The Contract Management System is available to MFA and GW faculty members and staff. Anyone who may need to have a contract reviewed or to request amendments or renewals to their department contracts should request access. Access can be granted on an as-needed basis and approved by the Department Head or FD/PGA.

Requestor & Department/School Name and Contact Information

Department Head (Name/Title, Telephone Number & Email Address)

Access Rights and Responsibilities
Complete all, but only applicable sections for your request

Access Right	Responsibility	Who is the access for? *Name, Title, Tel, & Email*
Department Administrator	*Department Head/ manager or designated individual to manage the entire department contracts portfolio, including confidential documents submitted or executed for their department*	
Contract Requester	*Any staff or faculty member submitting the document for review – This individual will only have access to the contracts that s/he submitted through the system*	
Finance Director (FD) or Practice Group Admin (PGA)	*FD or PGA will have access to the system to approve all contract review requests submitted under their budget's purview. They are responsible for approving funding availability with a Yes or No button click.*	

Return this form to P2P at P2P@gwu.edu or P2P@mfa.gwu.edu

Department FD/PGA Name: _____

Department Head or FD/PGA Signature: _____

March 2022 – ML