### Contract Status Definitions

The Contract status indicates the "stage" of the contract. It reflects where a contract is in its review, approval or lifecycle, and/or actions that can be performed on a contract.

* **Draft** - The contract request is under an initial review and has not been submitted for approval.
* **Internal Review** - The contract is undergoing an internal review by users within the University (e.g. Information Technology, Office of Research and Sponsored Programs, Office of Environmental Health, Safety, and Risk Management, Office of General Counsel).
* **Pending Approval** - The contract review is complete and is moving through the approval workflow.
* **Pending Signature** - Contract has received all the approvals, The Contract Manager needs to launch the electronic signature action to open Adobe Sign, where they place signature block placeholders on the contract and send it out to the signers for review and signature.
* **Out for Signature** - This indicates that the contract has been sent from the electronic signature application to the people that will signing the contract.
* **Executed: Future** - The contract is Fully Executed but will not be in effect until its scheduled start date.
* **Executed: In Effect**- The contract is Fully Executed and within the service dates of the Contract
* **Expired** - A contract is automatically marked as expired once its end date has passed.
* **Complete** - The contract has reached its scheduled end date and all contract closeout steps have been completed.
* **Superseded** - The contract is an old version of a contract that is no longer in effect. It has been replaced with a newer version of the contract that is in the status "Executed: In Effect".
* **Terminated** - The contract has been terminated before its scheduled end date. A termination is used post-execution. You can copy and print a terminated contract, but it cannot be returned to active status.

##### Step-by-Step to View the Contract Status

1. Navigate to Contracts > Requests > My Contract Requests.
2. Click Filter Contract Requests.
3. Select the checkbox next to each status that applies to the contract requests that you want to display.
4. Click Apply. Contract requests that match the filter criteria are listed.
5. Click the Contract Request name to open the Contract Request.
6. Click the blue hyperlinked contract number. This will open up the contract connected to the contract request.
7. Contract Status is in upper left-hand corner above the contract number.