

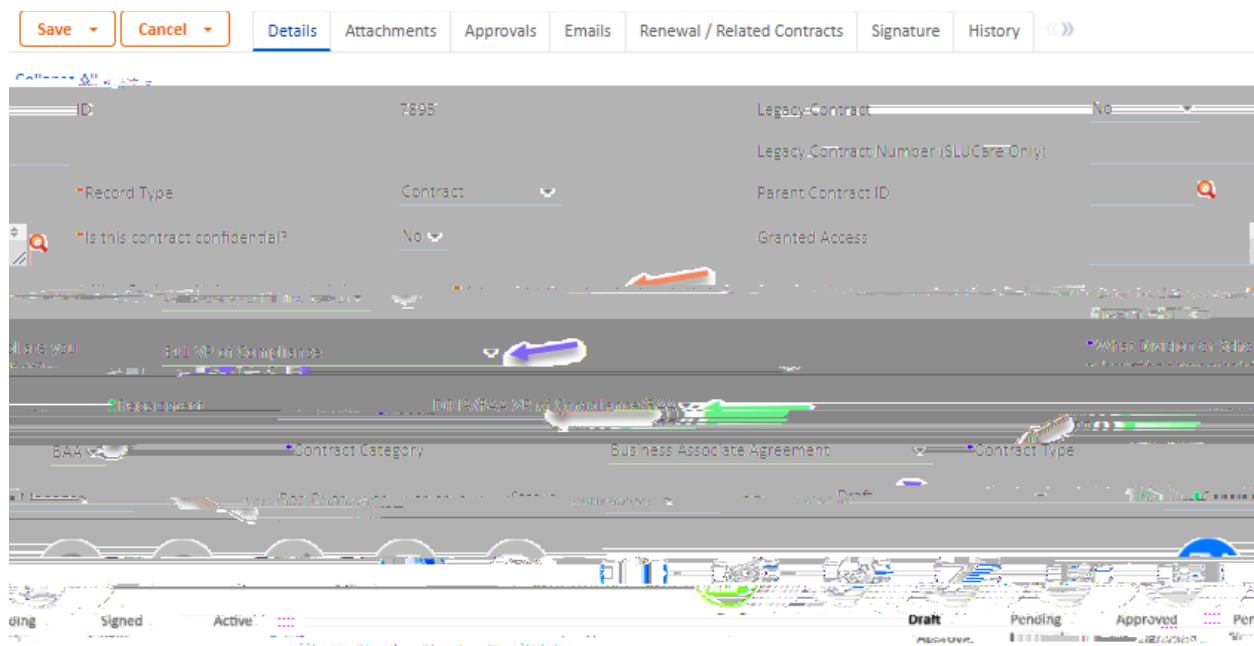
# BAA Process

Execution of Business Associate Agreements (BAA) shall occur through the University's centralized electronic contracts management system utilizing the University's template BAA. Vendor provided agreements may only be accepted after consideration of SLU's template agreement. The University Privacy Officer must approve any third-party BAA.

## How to Submit a BAA

To generate a BAA on our SLU approved template, complete the following steps:

1. Initiate a new contract submission in Agiloft. Choose the following options in the menu to route the BAA request through University Administration > E11 VP of Compliance/BAA.



2. Fill in intake details as usual, making sure to list the contact name and email for the other party so the compliance office may follow up for approvals and e-signature.



