

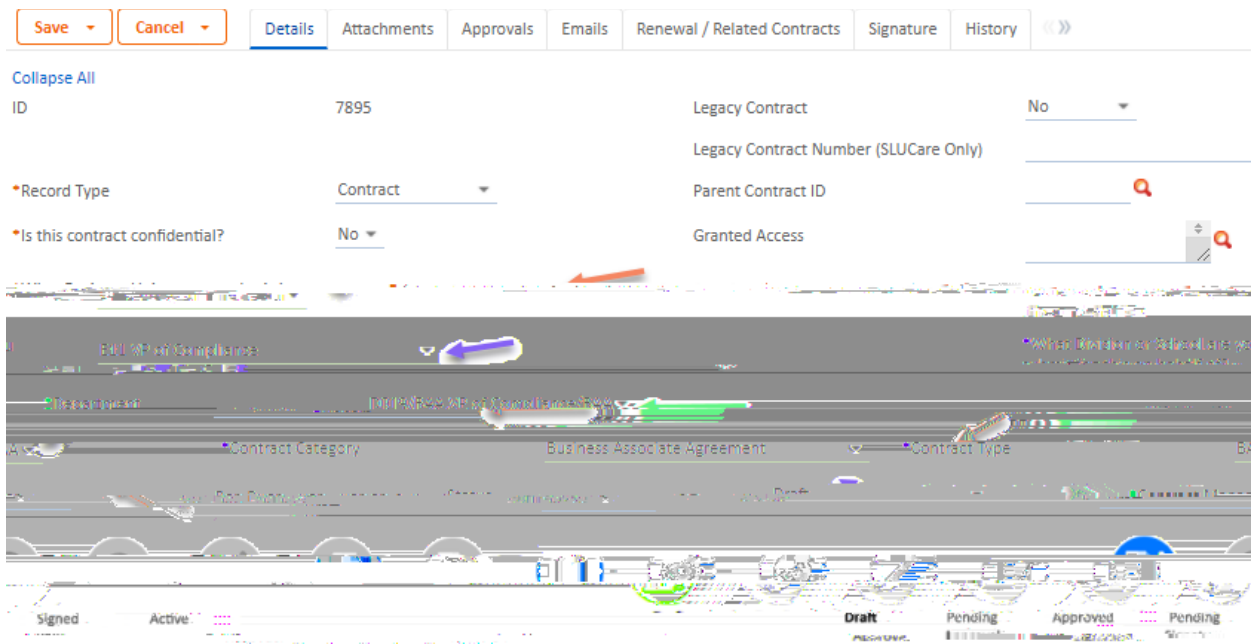
BAA Process

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.



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3. In the attachments section at the bottom of the details tab, ensure the selection is on the defaults for generating the BAA template. Unless consent is given by Compliance to use the other party's BAA form (in rare cases), no documents are uploaded in this section.
4. For the final step, click the submit for review button and the BAA will be generated by the system and the record will be saved and closed out. The document will then advance for the final steps which are to be completed by Compliance, including approvals and e-signature through DocuSign.