CobbleStone FAQ's

Question	Response
How do I reactivate my account after 60 days of not logging into Cobblestone?	Cobblestone automatically deactivates an account after 60 days of inactivity. To restore your account, please contact contracts@ucf.edu.
Are there any guidelines or policies I need to follow when submitting a contract request?	Please refer to the UCF's policies and procedures guidelines for contract submission and signature authority under policies.ucf.edu. • Contract review policy 2-102 • Signature Authority policy 2-107 Information can also be found under the General Counsel website at <u>Contract Information and Procedure - UCF General Counsel</u>
How do I submit a contract for initial review?	In Dashboard #1 - Contract Overview – field question "Submit contract?" (No to Save or Yes to Submit), please change the selection from "No" to "Yes." This will advance the contract to the next stage.
Can I make changes to my contract request after submission?	Yes, you can make changes to the record after submission if the contract is under requestor review, or if someone from the legal or kNext contracts team has requested supporting documentation or edits. Contracts cannot be changed once they are fully executed and signed.
How will I be notified when my contract request is approved or denied?	A notification via email from CobbleStone will be sent. Also check the status of your record on your CobbleStone dashboard.
What should I do if my contract request is denied?	If your contract request is denied, please go to the Notes/Comment section located at the bottom of the contract record. Reach out to the appropriate parties who reviewed the contract in CobbleStone and coordinate accordingly.
Can I track the status of my contract request in CobbleStone	Yes, if you are listed as the "Requestor", the contract status is on the dashboard called "Contracts Requiring My Action" under "Status"
How do I access previously submitted contract requests?	Previously submitted contract requests can be found on the user's dashboard page under "My Contracts." This is the last dashboard located at the bottom of the home screen. Contracts submitted by others can be searched for by utilizing the search bar at the top of the Cobblestone page.
How do I report technical issues with CobbleStone?	Technical issues should be reported to <u>contracts@ucf.edu</u> or call the General Counsel's office line at 407-823-2482.