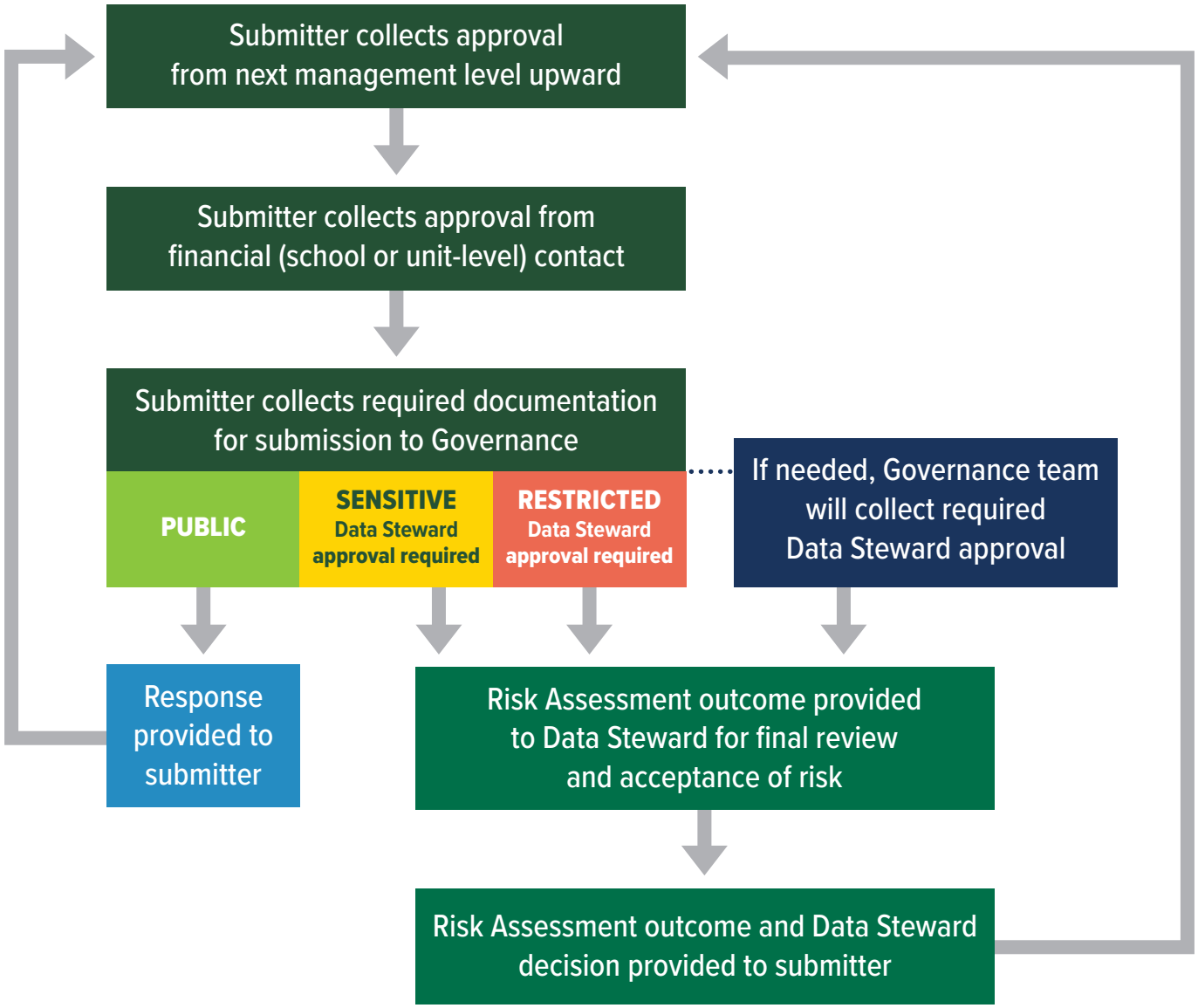ACADEMIC CONTRACT REVIEW WORKFLOW