RESEARCH AGREEMENTS ONLY: Project Officer contacts Research Services to complete research related documentation (including Project Approval Form (PAF)).

Is this a Commercial Activity? Please refer to the Commercial Activities Rule

Project Officer contacts Legal with details of the project - Legal will confirm the appropriate Agreement.

Legal approves Project Officer to issue Agreement to counterparty for review. If counterparty requires amendment to Agreement, liaise with Legal.

Once Agreement is in agreed form, Legal requires from Project Officer a completed and signed Request for Legal Approval (RLA) and any other documents referred to in the RLA as required (eg Budget Template for Research agreements).

Legal reviews RLA and supporting documents and, if appropriate, provides its "sign-off" and arranges execution of Agreement by the parties.

Once the Agreement is fully executed by all parties, the Agreement is returned to Legal, entered into the Contracts Register and copies forwarded to the Project Officer and counterparty.

RESEARCH AGREEMENTS ONLY: Legal contacts Finance to set up account and raise invoice as appropriate.