**Contract Checklist**

## Part A (General)

**For completion by:** Faculty/Service

**For signature by:**  Faculty Pro-Vice Chancellor/Service Director

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| **Contact Details** | | |
|  | **Faculty (and Department)/Service and lead staff contact details:** | Click or tap here to enter text. |
| **Full Legal Name and Address of Contracting Party:** if held please also include company number and telephone number | Click or tap here to enter text. |

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| **Type of Contract:** | | | | | |
|  | **Collaborative Venture** |  | **Consultancy** | |  |
| **Purchase** |  | **Research** | |  |
| **Lease** |  | **Agency** | |  |
| **Agency** |  | **Other** please specify | Click or tap here to enter text. | |

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| **Third Parties** | | | | | |
|  | **Are there any third parties involved in the contract?** e.g. sub-contractors, agents. Please provide details below | **Yes** |  | **No** |  |
| Click or tap here to enter text. | | | | |

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| **Deadline** | | |
|  | **Deadline:** | Click or tap to enter a date. |
| **Reason for deadline:** | Click or tap here to enter text. |

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| **Externally Funded Projects Only** | | |
|  | **Agresso reference:** | Click or tap here to enter text. |
| **Project title:** | Click or tap here to enter text. |

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| **Brief Summary of Contract** | |
|  | **i.e. nature of the project, the University’s obligations, outcomes, deliverables etc. Note: the benefits to Northumbria must be clearly identified e.g. financial, reputational:** |
| Click or tap here to enter text. |

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| **Approval Processes** | | | | |
|  | **Please confirm that all necessary procedures have been followed and the date that all relevant approvals have been received. Any supporting documents confirming any such approvals should be attached to this form**. | | | |
| Ethics Committee | |  | Click or tap to enter a date. |
| E&F (for details of contract approval requirements, click [here](https://intranet.northumbria.ac.uk/facultiesandservices/fpi/staff_inf/FinRegs/)) | |  | Click or tap to enter a date. |
| UE | |  | Click or tap to enter a date. |
| PASC (Collaborative Ventures) (for more information, click [here](https://www.northumbria.ac.uk/sd/central/ar/qualitysupport/approvalframeworks/SAF/)) | |  | Click or tap to enter a date. |
| Other please specify | Click or tap here to enter text. | | Click or tap to enter a date. |

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| **Corporate Strategy** | |
|  | **Which of the four Strategic Outcomes of the Corporate Strategy 2013-18 does the contract link to?** For more information click [here](https://one.northumbria.ac.uk/service/vco/CorporateStrategy/Documents/corporatestrategy20132018%20(1).pdf) |
| Choose an item. |
| **Explain how this contract links to this objective:** |
| Click or tap here to enter text. |

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| **Significant Risks** | |
|  | **Highlight any significant risks associated with this contract over and above expected/typical contract management risks:** See guidance note 5 |
| Click or tap here to enter text. |

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| **Any Other Relevant Information** | |
|  | Click or tap here to enter text. |

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| **Faculty Pro-Vice Chancellor/Service Director Recommendation** | | |
|  | **I recommend this contract for approval and signature. I confirm that I have reviewed the completed Contract Checklist (Parts A-C).** | |
|  | **Signature:** |  |
| **Print name:** | Click or tap here to enter text. |
| **Date:** | Click or tap to enter a date. |

## Part B (Finance)

### Section 1

**For completion by:** Faculty/Service

**For signature by:**  Management Accountant/Commercial Director and by Finance   
 Director

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| **Financial Value** | |
|  | **The full financial value (including VAT) over the initial term of the contract (this may be fixed or variable e.g. depending on student numbers or other variable factor). Note: if an activity involves more than one contract for the same project, the estimated value of all the contracts for completing that activity must be aggregated Where appropriate please include a sensitivity analysis and state the anticipated level of profit and/or payback period.** |
| Click or tap here to enter text. |

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| **Financial Details** | |
|  | **Please outline below, and attach full details of, the costings (in standard format) associated with this contract. In the case of research contracts, confirm if Full Economic Cost is covered by the income.**  **This section should also cover the resources required to perform the contract, the working capital requirements and/or the opportunity cost of the use of the required resources.** |
| Click or tap here to enter text. |

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| **Finance Approvals** | | | |
|  | **Please confirm that all necessary procedures have been followed and the date that all relevant approvals have been received. Any supporting documents confirming any such approvals should be attached to this form.  For more information, click** [**here**](https://intranet.northumbria.ac.uk/facultiesandservices/fpi/staff_inf/FinRegs/)**.** | | |
| Capital Expenditure Form |  | Click or tap to enter a date. |
| Tender Exemption Form |  | Click or tap to enter a date. |
| Credit check report and comments If completed |  | Click or tap to enter a date. |

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| **Budget** | | | | | |
|  | **Please confirm that the total value of the contract is within budget:** If yes, please specify which financial year’s budget If no, please explain why not | **Yes** |  | **No** |  |
| Click or tap here to enter text. | | | | |

### Section 2

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| **Financial Due Diligence** | | | |
|  | **Has a credit check been undertaken of the contracting party and has approval to proceed been granted?  (Checks are required on all new customers (and annual updates on existing customers) where the income to the University in any 12 month period exceeds £50,000).** | | |
| Credit Safe check (Procurement) |  | Click or tap to enter a date. |
| Dunn & Bradstreet |  | Click or tap to enter a date. |

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| **Payment to Partners** | | | | | |
|  | **Will payments need to be made to partners based in a FATF blacklisted or high-risk country?** If yes, please confirm which partner/country and the payment mechanisms confirmed | **Yes** |  | **No** |  |
| Click or tap here to enter text. | | | | |

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| **Finance Team Involvement** | | |
|  | **I have reviewed and approved the financial aspects of this contract** | |
|  | Expenditure Contracts only (Commercial Director): | |
|  | **Signature:** |  |
| **Date:** | Click or tap to enter a date. |
| All Other Contracts (Management Accountant): | |
| **Signature:** |  |
| **Date:** | Click or tap to enter a date. |

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| **Finance Director Confirmation** (Only required where the contract is income over £1 million or expenditure over £50,000) | | |
|  | **I have reviewed the completed Contract Checklist (Parts A-C) and approve the contract for signature.** | |
|  | **Signature:** |  |
| **Date:** | Click or tap to enter a date. |

## Part C (Legal)

**For completion by:** Legal Services

**For signature by:**  a Solicitor in Legal Services

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| **Duration** | |
|  | **Start and end date  i.e. is there a fixed end date, option to extend, rolling contract etc?** |
| Click or tap here to enter text. |

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| **Intellectual Property Rights (IPR)** | |
|  | **Who owns any resulting IPR (if applicable)?** |
| Click or tap here to enter text. |

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| **Indemnities and Warranties** | |
|  | **Are they reasonable?** |
| Click or tap here to enter text. |

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| **Limits on Liability** | |
|  | **Is liability of the University and the other part excluded/capped?** |
| Click or tap here to enter text. |

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| **Penalties** | |
|  | **Please provide details of any penalties for late payment, early termination or any other penalties applicable to this contract** |
| Click or tap here to enter text. |

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| **Third Parties** | |
|  | **Please confirm whether third party arrangements are incorporated within this contract and reference any separate agreements which have been prepared.** |
| Click or tap here to enter text. |

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| **Any Other Relevant Information** | |
|  | Click or tap here to enter text. |

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| **Legal Confirmation** | | |
|  | **I have reviewed the terms and conditions of the contract** | |
|  | **Signature:** |  |
| **Print name:** | Click or tap here to enter text. |
| **Date:** | Click or tap to enter a date. |

## Guidance Notes

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| **1** | A Contract Checklist must be prepared for all University expenditure contracts with a value of at least £50,000 (including VAT) or income contracts with a value of £100,000 and all contracts to be executed as deeds. |

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| **2** | The purpose of the Contract Checklist is to give summary information about the contract to the authorised signatory(ies) together with assurances about the legal, financial and other aspects of the contract |

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| **3** | The Checklist comprises three constituent parts to be completed by the relevant Faculty/Service (Part A), Finance (Part B) and Legal Services (Part C) respectively. Each of the three compilers should complete their section as soon as possible in order not to delay the signing of the contract. |

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| **4** | The Faculty/Service should manage and co-ordinate the completion of the three Parts. The process for signing of the Checklist (and subsequently the contract) should run as follows: |

**Faculty/Service** email completed Part A (unsigned) and Part B Section 1 (and draft contract, if any) to Finance and to Legal Services.

**Finance** email completed Part B (with electronic signature) and Legal Services email completed Part C (unsigned) to Faculty/Service.

**Faculty/Service** prints off all three completed Parts for signature by Faculty Pro-Vice Chancellor/Director and passes signed hard copy of Checklist to Legal Services.

**Legal Services** sign hard copy Checklist and pass it (with copies of contract) to Finance Director.\*

**Finance Director** signs Checklist (and contract if within signing powers) and returns documents to Legal Services.\*

**Legal Services** arranges for any additional contract signatures (e.g. Chair of Board, Vice-Chancellor) and completes the exchange of contracts with the contracting party.

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| **5** | Significant Risks: list any circumstances, special requirements, third party involvement, funding/payment mechanisms or other arrangements which present significant risks over and above expected/typical contract management risks. For further guidance see <https://intranet.northumbria.ac.uk/facultiesandservices/vcoi/governance/riskmanagement/> or contact the University Risk Manager. |

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| **6** | Any questions about completion of the Contract Checklist should be addressed to a member of the Legal Services Team. |

\*Signature of the Finance Director is only required where the contract is income over £1 million and expenditure over £50,000. Income contracts between £100,000 and £1 million will be completed and signed by Finance and Legal before signature of the Faculty Pro Vice Chancellor/Director.