

## CONTRACTS – GUIDANCE ON WHO TO GO TO

Please use the list below to identify the first point of call for any type of contract. Where in doubt, seek advice from your School Manager or your Faculty Finance Team.

CONTRACT TYPE	POINT OF CONTACT
<b>EDUCATION-RELATED (PGR)</b>	
Doctoral training agreements	<b>Bristol Doctoral College Manager</b>
Other PGR agreements relating to e.g. programme delivery, supervision, student placements, student transfer	<b>Quality Assurance Officer (Partnerships), AQPO</b>
<b>EDUCATION-RELATED (UG and PGT)</b>	
UG/PGT Agreements, other than below	<b>Quality Assurance Officer (Partnerships), AQPO</b>
UG/PGT Study Abroad and Exchange Agreements (e.g. ERASMUS)	<b>Global Opportunities Manager, International Office</b>
Articulation Agreements	<b>Head of the International Office</b>
Student Placements/Work based learning (as part of studies)	<b>School Education Team</b>
<b>PROCUREMENT</b>	
Procurement (>£25k; also <£25k if complex) of goods, services, consultancy (not individuals), time on external facilities, trialling items of equipment in consideration of purchase IT contracts (e.g. software licence agreements) Procurement related Non-disclosure agreements	<b>Procurement</b>
Non-complex procurement <£25k ref UoB Procurement Procedures <a href="http://www.bris.ac.uk/procurement">www.bris.ac.uk/procurement</a>	<b>School Manager</b>
<b>ESTATES CONTRACTING</b>	
Procurement of all works, maintenance and estates related services and equipment	<b>Estates Contracting Group</b>
<b>RESEARCH-RELATED (MONEY INVOLVED)</b>	
Research applications and awards, collaborations, subcontracts, sponsored studentships, etc.	<b>Finance (Account Manager)</b>
Capital awards or loaning in of equipment for research (with charges)	<b>Finance (DFFC)</b>
<b>RESEARCH-RELATED (NO MONEY INVOLVED)</b>	
Confidentiality or non-disclosure agreements (pre-research) MoUs, Framework and partnership agreement (research related) Loaning in of equipment (no charges); Incoming MTAs (including human tissue)	<b>RED (Contracts)</b>
Human Tissue Transfer Agreements (Outgoing)	<b>RED (Research Governance)</b>
<b>RESEARCH TRANSLATION/COMMERCIALISATION</b>	
Confidentiality or non-disclosure agreement (post-research) Outgoing MTAs (excluding human tissue) Patents, IP license or assignment; spin out documents at creation (except service contracts)	<b>RED (Research Commercialisation)</b>
<b>DATA AGREEMENTS</b>	
Research data (results) transfer and use (UoB data 'out')	<b>Research Data Service Manager, Library Services</b>
Research data management and use (Other data 'in')	<b>tbc</b>

<b>STAFF-RELATED</b>	
Employment contracts; Secondments (both in and out), including international secondment appointments; TUPE arrangements; Honorary and Visiting positions	<b>HR (Faculty)</b>
<b>OTHER AGREEMENTS (NOT COVERED ABOVE)</b>	
Competitive awards (not subcontracts) which UoB makes to others (in or out of UoB) from own or awarded funds (e.g. IAA, EBI, ...)	<b>Budget holder working with their FFT</b>
Researcher working and using facilities at a third party's premises (not collaboration)	<b>School</b>
Agreements re courses/training to be attended by UoB people (may mention IP for instance)	<b>School</b>
Loaning in (with no charges) of equipment (not as part of specific research activity)	<b>School</b>
Procuring consultancy from a self-employed individual or their service company (using approved template)	<b>School/Faculty Manager/ Divisional Head</b>
Spin outs: provision of services to spin out companies	<b>School/Estates</b>
Copyright licences	<b>School/ Communications and Marketing</b>
Capital awards (buildings/facilities) not as part of a specific research project	<b>Finance (Account Manager)</b>
Loaning in of equipment (not as part of specific research project) (with charges)	<b>Finance (Account Manager)</b>
Loaning out equipment	<b>Finance (DFFC)</b>
Providing access to UoB research facilities or space	<b>Finance (DFFC or higher)</b>
Membership of other corporate entities/networks/collaboration agreements (not research-related)	<b>Finance (FFC)</b>
Endowments	<b>Finance</b>
Establishing subsidiary companies	<b>Finance</b>
Confidentiality or non-disclosure agreement (non-research or procurement related)	<b>SecO</b>
Editorship and Publishing Contracts	<b>SecO</b>
Other funding awards (buildings/facilities) (not research-related)	<b>SecO</b>
UoB provision of services (not research-related)	<b>SecO</b>
Student placements (not part of studies), internships, bursaries	<b>Careers Office</b>
Student recruitment activities	<b>Student Recruitment Office</b>
Provision of access to University conference/hospitality facilities	<b>Conference Office</b>
Filming/Location Agreement	<b>Public Relations Office/Conference Office</b>
Trade mark licence	<b>Communications and Marketing</b>
Gifts, donations, fundraising, sponsorship agreements	<b>DARO</b>
International Agreements (other than research-related MoUs)	<b>International Office</b>
Property-related legal agreements (e.g. leases, licences, acquisition of new property)	<b>Estates</b>
External contractors creating facilities for UoB	<b>Estates</b>

### Abbreviations:

AQPO Academic Quality and Partnerships Office, Academic Registry (<http://www.bristol.ac.uk/academic-quality/about.html>)

BDC Bristol Doctoral College <http://www.bristol.ac.uk/doctoral-college/>

DARO Development and Alumni Relations Office <http://www.bristol.ac.uk/alumni/>

HR Human Resources <http://www.bristol.ac.uk/hr/>

RED Research and Enterprise Development <http://www.bristol.ac.uk/red/>

SecO Secretary's Office <http://www.bristol.ac.uk/secretary/>

FFT Faculty Finance Team <http://www.bristol.ac.uk/finance/contacts/>

DFFC Deputy Faculty Financial Controller

MoU Memorandum of Understanding

MTA Material transfer agreement