

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
EDUCATION-RELATED (PGR)	
Doctoral training agreements	Bristol Doctoral College Manager
Other PGR agreements relating to e.g. programme delivery, supervision, student placements, student transfer	Quality Assurance Officer (Partnerships), AQPO
EDUCATION-RELATED (UG and PGT)	
UG/PGT Agreements, other than below	Quality Assurance Officer (Partnerships), AQPO
UG/PGT Study Abroad and Exchange Agreements (e.g. ERASMUS)	Global Opportunities Manager, International Office
Articulation Agreements	Head of the International Office
Student Placements/Work based learning (as part of studies)	School Education Team
PROCUREMENT	
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	Procurement
Non-complex procurement <£25k ref UoB Procurement Procedures www.bris.ac.uk/procurement	School Manager
ESTATES CONTRACTING	
Procurement of all works, maintenance and estates related services and equipment	Estates Contracting Group
RESEARCH-RELATED (MONEY INVOLVED)	
Research applications and awards, collaborations, subcontracts, sponsored studentships, etc.	Finance (Account Manager)
Capital awards or loaning in of equipment for research (with charges)	Finance (DFFC)
RESEARCH-RELATED (NO MONEY INVOLVED)	
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)	DREI (Contracts)
Human Tissue Transfer Agreements (Outgoing)	DREI (Research Governance)
RESEARCH TRANSLATION/COMMERCIALISATION	
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)	DREI (Research Commercialisation)
DATA AGREEMENTS	
Research data (results) transfer and use (UoB data 'out')	Research Data Service Manager, Library Services
Research data management and use (Other data 'in')	tbc

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

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