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| In order to process your contract, we require some basic information regarding the contract. Please complete the form below. Until we have this information including the BUSINESS FUNDER CODE where applicable we will be unable to allocate the contract to a Contracts Officer. Please send completed form as an attachment to newcontracts@contacts.bham.ac.uk |

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| **REQUEST FOR CONTRACT SERVICES** | | | | | | |
| **Do you require contracts to:** Choose an item. an agreement?  *Please attach any relevant documents to your email along with this form* | | | | | | |
| **Type of Agreement:** Choose an item. ***If this agreement is an MTA please also complete page 2.*** | | | | | | |
| **Are we receiving money from a Company?** Choose an item. | | | | | | |
| **Business Funder Code:** | | | | | | |
| If **yes** to the above, please provide the Business Funder Code. **We cannot log your request without this.**  This can be obtained from the ‘Approved Business Funder List’ at <https://intranet.birmingham.ac.uk/finance/be/business-funder-approval-process.aspx>.  If your funder is not on this list please contact your College Business Engagement Partner (contact details at <https://intranet.birmingham.ac.uk/finance/be/contact.aspx>) before a contract is requested. | | | | | | |
| **Contact Details** | | | | | | |
| **PI Name:** | **E-mail:** @bham.ac.uk | | | | | **Phone:** |
| **School Contact:** | **E-mail:** @bham.ac.uk | | | | | **Phone:** |
| **College:** Choose an item. | | **School:** Choose an item. | | | | |
| **Other Party(ies) – Funder/Collaborator/Client** | | | | | | |
| **Company/Institution Name:** | | | | | **Contact Name:** | |
| **Address:** | | | | | **Phone:** | |
| **E-mail:** | |
| **If more than one party please insert details:** | | | | | | |
| **If applicable, name of funder for the Project:** | | | | **Percentage of funding being provided:** | | |
| **Project Details** | | | | | | |
| **Project Title:** | | | | | | |
| **Description of Project:** | | | | | | |
| **Role played by UOB in Project:** | | | | | | |
| **Is this a GCRF/ODA funded Project:** Choose an item. | | | | | | |
| **Will any personal or sensitive data be transferred as part of this contract:** Choose an item. | | | | | | |
| **Financial Details** | | | | | | |
| **Is this agreement financial?** Choose an item. | | | **Contract Value:** | | | |
| **Financial Breakdown attached?** Choose an item. | | | **Is VAT payable?** Choose an item. | | | |
| **Full Economic Costing:** Choose an item. | | | | | | |
| **Finance Contact:**  <https://intranet.birmingham.ac.uk/finance/Financial-Services/Research-Support-Group/Research-Finance/research-finance.aspx> | | | | | | |
| **Project start date:** | | | **Project duration:** | | | |
| **Intellectual Property** | | | | | | |
| **Are you aware of any existing agreements with regard to your results/inventions/data you will contribute to this Project? (e.g. MTAs, consultancies, collaboration agreements)** | | | | Choose an item. | | |
| **Is the Project likely to or intended to create results/materials/data of commercial interest?** | | | | Choose an item. | | |
| **Is the Project to be based on existing Client IP/results?** | | | | Choose an item. | | |
| **Will the Project be based on existing UOB IP/results?** | | | | Choose an item. | | |
| **Related Contracts** | | | | | | |
| **Related contracts:** *Please provide Contract Reference number if known* | | | | | | |

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| **MTA QUESTIONS** | | | | | |
| **Is the material/s being provided to or from the University?** Choose an item. | | | | | |
| **Brief description of the material - What do you intend to use the material for? Please attach any work specifications/schedule.** | | | | | |
| **Is the material/s commercially available?** Choose an item. | | | | | |
| **Is there a payment associated with the transfer?** Choose an item. | | | | | |
| **Is the material of human origin?** Choose an item. **If no, move onto section A or B** | | | | | |
| **Are the materials acellular?** Choose an item. | | | | | |
| **If not acellular, will the material be held under HTA licence or Ethics?** Choose an item. | | | | | |
| **If under HTA licence, is Jane Steele aware of this?** Choose an item. | | | | | |
| **Please provide the following documents:** | | | | | |
| **Protocol** | **Patient Information Sheet (if any)** | **Informed Consent Form (if any)** | **Ethics Application** | | **Sponsor:** Choose an item. |
| **Section A – Material/s To the University** | | | | | |
| **Please give details of any funding for the research in which you will be using the material (e.g. Wellcome Trust, MRC, CRUK including industrial funding etc):** | | | |  | |
| **Are you collaborating with any non UOB researchers on this project, with whom you may need to share the material (or derivatives)?** | | | |  | |
| **Do you intend to modify or incorporate the material into something else or combine it with other material provided by another third party? If yes please give details and specify whether the other material was obtained under an MTA.** | | | |  | |
| **Does the material require handling using more than standard laboratory precautions or safety measures?** | | | |  | |
| **Is your research likely to generate any invention or significant intellectual property/results of potential commercial interest?** | | | |  | |
| **Section B – Material/s From the University** | | | | | |
| **Please confirm that the material has been created through your research at the University of Birmingham. If, not please confirm where it was created.** | | | |  | |
| **Please confirm which funder supported the work which resulted in the generation of the material.** | | | |  | |
| **Please confirm whether you are aware of any agreements with third parties with regard to the material.** | | | |  | |