# RESEARCH AND CONTRACTS SUPPORT OFFICE

# Remit and responsibilities

This document sets out the support services provided by the Research and Contracts Support Office (RCSO), which is part of Research & Enterprise Services Division.

The primary function of RCSO is to administer and support all externally funded research grants and contracts for the University. Our key internal contacts are Principal Investigators, faculty and departmental administrators.

**Key objectives**

**Applications and submissions**

* Providing advice and guidance to academic staff on applications for external research funding including:
	+ the costing and pricing of applications
	+ researcher funders’ submission requirements
	+ liaison with research partners
	+ the general terms and conditions of contracts (when possible)
	+ research governance and ethics
	+ internal policies and procedures on submission of bids and applications
* Costing proposals and ensuring that research applications are institutionally approved prior to submission
* Reviewing and checking contract terms and conditions at the proposal stage if appropriate e.g. tenders
* Participating in information days and training workshops for academic staff

**Award negotiation and acceptance**

* Providing advice and guidance to academic staff on research funders’ terms and conditions with regards to awarded projects
* Processing offers of award and confirming acceptance
* Contract review and negotiation for research projects (see appendix 1)
* Preparing contracts or agreements where necessary for collaborative research projects
* Initiation of research project set up in the University finance system (Agresso)

**Post award administration**

* Providing advice and guidance to academic staff on awarded research projects including:
	+ research funders’ general terms and conditions
	+ the contract terms and conditions
	+ internal policies and procedures
	+ administration and management of such projects
* Financial administration of projects i.e. raising invoices, preparing and submitting financial claims to funders and closing of research projects
* Reviewing or drafting of research sub-contracts or contracts amendments for existing research projects
* Organisation and preparation for internal and external grant audits
* Maintaining accurate records of externally funded research projects
* Providing information on external research funding
* Participating in information days and training workshops for academic staff

**Ethics and governance**

* Providing advice on the research ethics approval process both internal via UREC and external via NHS or other review boards
* Coordination of ethical approval processes
* Ensuring ethical approval is in place prior to research commencing for awarded research projects
* Participating in information days and training workshops for academic staff

**Research Systems**

* Supporting the implementation and development of IT systems for research
* Providing advice and guidance to university staff on the use of such systems
* Participating in information days and training workshops for end-users

**Other**

* Contributing to the development of research policy
* Coordinating the University’s Research Excellence Framework  submission
* Providing management reports on research activity for both internal and external purposes
* Liaising with other university departments to provide coordinated support for research across campus
* Keeping abreast of changes in the UK research environment
* Responding to sector policy changes and developments to ensure RCSO provides and efficient and effective support service for the University

Appendix 1.

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| **What CO will review** | **What CO will not review** | ***Redirect to:*** |
| **Contracts** with funders for research projects | Memorandum  and Articles for Spin outs or other companies | *IP Commercialisation Manager* |
| **Collaboration agreements** for multiple party research projects | ERDF, RGF or other public grant agreements that are not research specific (i.e. not a 7000 code)Public funding grants for capital projects | *Knowledge Exchange Support* |
| **Licence agreements** relating to research contracts (e.g. rights to software) |  |  |
| **Funding agreements for postgraduate students***Examples: CASE, KTP, Private sector placements, ERDF related student placements* | Undergraduate short term individual placements.But maybe need to put in place template agreements as we did with LUMS for subsequent use and execution by academic staff | *Faculties* |
| **Non-disclosure agreements** (NDAs) produced by 3rd parties | Standard LU template NDA agreements \* | *Faculties* |
| 3rd party **confidentiality agreements** | Standard LU template confidentiality agreements \* | *Faculties* |
| **Material transfer agreements** (MTAs) | Equipment procurement contracts | *Procurement Office* |
| **Equipment loan agreements relating to research** |  |  |
| **LUCS consultancy agreements** |  |  |
| **University consultancy contracts** (6000 code) | Private consultancy(CO may be able to provide discretionary “pro bono” advice on a non-recourse basis) |  |
| **University non accredited teaching contracts** (6000 code) | Grants for non-research operational projects (8000 or 6000 codes) | *Knowledge Exchange Support or faculties* |
| **Novation agreements** relating to above (MTA’s unlikely) | Employment contracts for university staff (including secondment agreements) | *Human Resources* |
| **Instructions to solicitors** relating to above contracts/agreements(Advice on H2020, or instructions for litigation in conjunction with University Secretary) |  |  |

\*The Contracts Office will not review standard LU template NDAs or confidentiality agreements *unless* counterparties have requested changes to the agreements.  These are standard documents and if the counterparty is happy with the terms these agreements do not need to be referred back to Contracts Office, which is however happy to offer advice if it is needed.