

## Contracts

Before any research activities can begin, a Collaboration Agreement will need to be signed by AU and by the Lead and Co-Investigator Organisations involved in the project. Once the project starts, AU will send separate payments directly to each organisation. Please contact us if you would prefer that the Lead Organisation sends payments to the Co-Investigator Organisations.

The contract is 17 pages long and confirms the project's start and end dates and the payment schedule for each party. It also sets out everyone's responsibilities in terms of funding arrangements, confidentiality procedures and data protection, publication procedures, and intellectual property rights.

A PDF of the Collaboration Agreement will be sent to the Lead and Co-Investigator Organisations for signature. This should be signed by an authorised representative of your organisation. Please let us know if your organisation has any concerns about the Agreement. We may be able to make changes, if necessary, but please ask your legal team **not** to request formatting or spelling/grammar corrections, unless these make a material difference to the agreement. Making changes to the agreement may delay the start date of the project.

### **Due Diligence:**

Before we are allowed to finalise any Collaboration Agreements, AU is legally required by our funders to carry out Due Diligence on all the organisations applying to be Leads and Co-Investigators on the projects. This means that we have to carry out two types of checks on your organisation and its activities, policies and procedures:

- i) We will carry out obligatory online checks and look at your website and any social media pages.
- ii) We will send out a Partner Questionnaire for you to complete. This will involve sending us copies of key documents including your organisation's registration certificate, three years of audited accounts and your policies concerning research ethics, safeguarding, modern slavery, anti-fraud and corruption and financial management.

We fully appreciate that the second phase of our Due Diligence procedures can be tedious and time-consuming for our partners – we very much regret the inconvenience caused and appreciate your patience and cooperation on this matter! We will be sending you a Partner Questionnaire for completion as soon as you are awarded funding.