Setting up a *Creating Safer Space* project

Award Letter

COMMUNICATIONS

Creating Safer Space Newsletter

We will add each Principal and Co-Investigator to the *Creating Safer Space* newsletter, and we encourage you to attend our events and workshops to learn more about UCP and to share experiences with other research teams.

Project Website

There will be a section on the Creating Safer Space website dedicated to your project. Please send us content to upload.

CONTRACTS

Questionnaire

Our funder requires us to carry out due diligence on any organisations we fund. Please ask your organisation's research office to complete the Partner Questionnaire.

Signature of Contract

We will send you a Contract for your project. Please send this to your legal team for review, and ask them to arrange for signature. The Contract must be signed by an authorised representative of your organisation. Please let us know if your organisation has any concerns about the Agreement.

Partner Agreement

Your organisation may be required to set up an agreement with the project collaborators. We will let you know if this applies to your project.

FINANCES

Finance Guidance

We will provide you with a document that describes our finance processes. Please read this carefully, and share it with your finance team. Please let us know if you or they anticipate any challenges.

Bank Account

Please send us your bank account details, so that we can verify your organisation's bank account and set it up on our systems.

Invoice

If you are due to receive payments in advance, please send us the first invoice.

ETHICS

Ethics Policy

Please send us your organisation's research ethics policy, so that we can check that your organisation has appropriate processes in place for ethical assessment of research.

Ethics Assessment

Please complete ethics assessment and approval in accordance with your organisation's policies and processes. Please contact us if any changes are required to the plans detailed in the application form.

Evidence of Ethics

Please send us evidence to confirm the project has received ethical approval.

SAFEGUARDING & RISK

Safeguarding

Please read the *Creating Safer Space* Safeguarding Policy, and think carefully about safeguarding in the context of your own project.

Risk Management Plan

Please start thinking about how to manage both security risks and risks to project completion in the context of your project. Shortly after the project begins, you will be asked to provide a short Risk Management Plan.

Project Start