

CONTRACTS MANAGEMENT (RESEARCH)

DEON MOODLEY
LEGAL SERVICES

WHAT IS REQUIRED

- ▣ Form 1
- ▣ Full Proposal Submitted to Funder
- ▣ Agreement/Contract
- ▣ Annexure's
- ▣ Budget Breakdown – University Overhead included (15 % + 2,5% admin fee =17.5%)
- ▣ Cover letter with detailed instructions (several users – message will be distorted)

RESEARCH CONTRACTS PROCESS

- ▣ CHECK AND FORWARD TO REVIEWERS
- ▣ MICHELE GLASSON – BUDGET REVIEW
- ▣ TRACEY SAMUEL – LEAGL REVIEW
- ▣ PHOLA NGUBANE – LEGAL REVIEW
- ▣ ROUTED FOR PRE-APPROVAL BY THE AUTHORISED SIGNATORY
- ▣ PROCESS FOR SIGNATURE ONCE PRE-APPROVAL IS GIVEN, IF NOT RESOLVE QUERY BEFORE RE-ROUTING FOR PRE-APPROVAL

- ▣ 2 x Signed originals requested from PI/Administrator
- ▣ Randy arranges for contracts to be forwarded to the authorized signatory
- ▣ Signed original forwarded to the PI/Administrator (or collected) to be returned to the other party
- ▣ Randy forwards UKZN fully executed originals for archiving

Important

- ▣ Do not send us a contract after the project has been completed
- ▣ Do not sign contracts on behalf of UKZN - you are not authorized to do so.
- ▣ If process was not followed previously, note, this is not new “Red Tape”

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<http://legalservices.ukzn.ac.za/ContractsManagement.aspx>

THE END !