University of Leeds
Due Diligence Questionnaire

UNIVERSITY OF LEEDS

Project Details

Project Title	
Lead Investigator at University of Leeds	
Research Support Contact at University of Leeds	
Project Reference Number / KRISTAL Grant ID (University of Leeds)	
Other Investigators/Research Staff involved in this project at Partner Organisation	
Research Support Contact (Partner Org.) - Name	
Research Support Contact (Partner Org.) - Telephone Number	
Research Support Contact (Partner Org.) - Email Address	
Project Summary: **Total Project Funding:**	
Partner Undertaking: **Total Funding to Partner:**	
Credit Check Completed	
Date of Credit Checked and Name	
Credit Limit from Check	

University of Leeds
Due Diligence Questionnaire

Partner Organisation

Please answer the following questions to the best of your ability/knowledge, providing documents or website links where available.

For all information supplied, please provide it in English; if the documents or web pages are not available in English, please provide an abstract, highlighting key areas in English.

If you are unable to answer any of the questions requested, or supply the requested documents or links (or supply them in English), please contact your Research Support Contact at the University of Leeds who may be able to assist.

SECTION A: ORGANISATION DETAILS

This section is about your organisation as a whole. Please provide information relating to your organisation's overall structures and processes.

1. **Organisational Governance**

Please provide details for the following:	
1.1 Name of Organisation	
1.2 Registered Address	
1.3 Country where Organisation is based.	
1.4 Registration Number and name of Registration Body *(examples of the relevant registration bodies are government, tax, corporation, charity, educational authority).*	
1.5 What is the legal status of the organisation? *(for example: public university, private university, charity, private company, non-profit making company, government research organisation, independent research organisation) Please include the date of foundation. Note: We may be required to ask for evidence of this at a later stage.*	
1.6 Is your organisation affiliated to any other organisation? *(i.e. is your organisation legally part of a larger organisation or a group of larger organisations / is your organisation connected to any other organisation in an official capacity / does your organisation have affiliations to military, security agencies or police / does your organisation share any governance structures with another organisation) If yes, please give details.*	
1.7 Please provide the name and role/job title of the legal head of the organisation *(for example Vice Chancellor / Chief Operating Officer / Chief Executive / Principal)*	
1.8 Please describe the governance within your organisation relating to research and the structures in which decisions regarding research are made *(This may be an individual or a designated group such as a board/council/committee). You may have an organogram or other document showing how authority for matters relating to research is delegated at different institutional levels. If this information is available on your website then you can provide a link to the web page.*	
1.9 Please provide the name of the key contact for research and details of their role within your organisation. *This should be a contact that can provide further information on due diligence-related matters if required (for example the Director of Research and/or Finance, or a designated spokesperson).*	

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2. Policy, Processes and Procedures

Please describe how your organisation manages the following matters. You may have a policy for some or all of these areas, in which case please provide this. If your organisational policies and procedures do not correspond to these specific categories, please describe the processes that you follow that have the closest match or are most relevant to the areas listed.
Please include how staff are made aware of the policies, processes and procedures and how frequently they are reviewed by your organization, including the last review date.

Documents Enclosed:		Documents or links. If none available, please give reasons.
2.1 Anti-Fraud, corruption and bribery / whistleblowing *Refers to reporting systems for wrongdoing in research*	**Yes / No**	
2.2 Travel and Subsistence *How is travel organised – through the institution or personally? Do you have a policy containing acceptable rates and guidance for travellers?*	**Yes / No**	
2.3 Conflict of Interest *Refers to anyone standing to benefit personally or anyone with close relatives or friends who stand to benefit financially from proposed research activities, for example through sub-contracts.* *Conflicts of interest also refers to the acquisition of knowledge and research by competitors for example, where multiple researchers/research groups are working in the same field of research, or those with military/security sponsorship or links who are working on a civilian project with dual uses.*	**Yes / No**	
2.4 Safeguarding *Refers to the protection of all research participants, particularly children under the age of 18 and vulnerable adults, from harm and details an appropriate response when harm does occur. The scope of safeguarding covers sexual exploitation, abuse and harassment, bullying, psychological abuse, physical violence, and other broader forms of violence, abuse and harassment of research participants, communities and research staff.*	**Yes / No**	
2.5 Health and Safety *How do you minimise risk of physical injury to anyone involved in a research project?*	**Yes / No**	
2.6 Risk Management *Refers to the process of identification, mitigation and management of risk which could include travel risk, financial risk and reputational risk etc. both in relation to the project and across the organisation as a whole.*	**Yes / No**	
2.7 Ethics *Linked to safeguarding – ethics refers to how you ensure appropriate care of human or animal participants in research projects.*	**Yes / No**	
2.8 Recruitment and Staffing Policy *What are your processes for recruiting staff, and do these comply with local labour laws?* *UK Universities are committed to and comply with the UK Modern Slavery Act 2015, a legislation which fights modern slavery, servitude and forced or compulsory labour and human trafficking and makes provision for the protection of victims.* *Can you provide information about similar legislations and regulations which apply to your country and can you confirm that your organisation and subcontractors comply with that legislation?*	**Yes / No**	

2.9 Financial Procedures *Refers to delegation of authority for signing off/approving expenditure, and responsibilities for managing research income and expenditure?*	**Yes / No**	
2.10 Research Misconduct *Refers to an individual deliberately or negligently not adhering to accepted practices in any of the above categories.*	**Yes / No**	
2.11 Data Protection *UK Research Organisations are governed by the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 which sets out the rules an organisation must follow when processing personal data.* *Can you provide information about similar legislations and regulations which apply to your country and can you confirm that your organisation and subcontractors comply with that legislation?*	**Yes / No**	
2.12 Research Data Management *Refers to how research data is recorded, stored and archived securely at your organisation and how research data is shared to contribute to the impact of the research.*	**Yes / No**	
2.13 Procurement *What rules/processes do you have in place/must you follow for making purchases; e.g. of equipment or other materials, necessary to carry out a research project?*	**Yes / No**	

3. Response to Risks around Misconduct, including Fraud

Documents Enclosed / Response:	Documents or links. If none available, please give reasons.	
This section is about understanding your organisation's processes for resolving issues relating to misconduct and identifying any areas of risk that may impact the delivery of research projects in order to plan appropriate resolutions. Where information is requested relating to the last three years, this can mean calendar years, financial years, academic years, or similar. Please provide information relating to the annual periods that your organisation normally reports on.		
3.1 Please could you confirm if there have been any instances of fraud/attempted fraud or misuse of project funds across the organisation in the last three years? And if so, can you tell us the value and how this was dealt with?	**Yes / No**	
3.2 In the last three years, has the organisation been subject to:	If you answer **Yes** to any of the questions 3.2a – 3.2c, please give details of the issue(s) and how they were resolved.	
a) Any claims or disputes by collaborators in relation to research projects?	**Yes / No**	
b) Been required to re-pay any research funds?	**Yes / No**	
c) Been subject to early termination of a research contract where the organisation was at fault?	**Yes / No**	
3.3 Is the organisation currently or expecting to be involved in any legal proceedings that may impact on achieving the objectives of the project or result in reputational damage to the organisation and/or the individuals involved in the project?	**Yes / No**	
3.4 Could you tell us if any staff who hold positions of significant authority for the organisation (since they have been employed at this organisation or whilst employed at a previous organisation) have been found to be involved in, or suspected of, any of the following in the last three years:	If you answer **Yes** to any of the questions 3.4a – 3.4e, please provide details; how was the organisation made aware of the allegation? If the allegation was substantiated, can you tell us how this was dealt with?:	
a) Fraud	**Yes / No**	

b) Financial Misconduct	Yes / No	
c) Scientific Misconduct	Yes / No	
d) Bribery or corruption	Yes / No	
e) Safeguarding misconduct	Yes / No	
3.5 Can you provide the name of the key contact and details of their role in your organisation that can provide further information if you answered 'yes' to any of the questions above?	Yes / No	

4. Sub-contract Management

Please provide brief notes and policies on the following:	**Please provide documents or links, if available.**
4.1 Please could you outline any due diligence that you undertake on your sub-contractors to assess their suitability to carry out the work required. *Note: This may be a specific policy or otherwise, please describe your approach to recruiting and managing sub-contractors.*	
4.2 Please provide the name and details of the person(s) responsible for the selection and management of subcontractors, who can provide further information, if required.	
4.3 *UK Universities are committed to and comply with the UK Counter-Terrorism (Sanctions) (EU Exit) Regulations 2019 that further the prevention of terrorism in the UK or elsewhere and protect UK national security interests. It is through this regime that the UK implements its international obligations under UN Security Council Resolution 1373.* Can you provide information about similar legislations and regulations which apply to your country and can you confirm that your organisation and subcontractors comply with that legislation?	

5. Ability to Deliver: Grant Administration

5.1 Please provide a brief outline of the three biggest externally funded research, innovation and/or teaching projects (by financial value to your organisation) that your organisation is currently or was recently (in the last three years) working on.				
Funder	**Project Name**	**Funding Value**	**Start Date**	**End Date**

Please provide brief notes on the following:	**Please provide documents or links, if available.**	
5.2 Does your organisation have a team(s) that provide administrative support service to research projects? What services do they provide? E.g. finance monitoring, contract management etc.	Yes / No	
5.3 Does your organisation provide training and support in the form of researcher development? If yes, please summarise the type of training and support provided.	Yes / No	
5.4 Who has overall responsibility for the management of externally funded projects across the organisation? This could be an individual or a designated group such as a research office.		

5.5 How is expenditure on externally funded projects monitored? This includes expenditure relating to staff, travel, equipment and materials purchasing, and invoices.	
5.5.1 How do you monitor finances for individual projects separately from the rest of the organisation? E.g. will this be a specific project number / separate bank account?	
5.6 You will be required to adhere to funder reporting requirements for individual projects. This may include providing quarterly detailed transaction listings for all expenditure incurred using grant funds, scanned receipts for transactions, and evidence of staff hours worked on the project. Are you able to comply with these reporting requirements if necessary?	**Yes / No**
5.7 How does your organisation record and evidence the number of hours worked by staff on externally funded projects e.g. timesheets?	
5.8 If different to Question **1.9**, please provide the name of the key contact and details of their role for the organisation that can provide further information if required? This could be an individual or a designated office.	

6. Income

6.1 We are required to understand your organisation's financial position:			
6.1.1 Are you able to provide copies of audited financial reports for the last three financial years? Please provide electronic copies or a link to the web page where they are published.			
Year (Last 3 Years)	**Total Income**	**Total Research Income**	**Percentage of Research vs Total Income**
Totals			

6.1.2 If no, or your organisation has been established for less than three years, can you provide your most recent finalised financial reports?	**Yes / No**	
6.2 Does the organisation have a bank account held in the organisation's name, which can receive grant funds in GBP? *If **No**, which currency/currencies are you able to transact in?*	**Yes / No**	
6.3 Is the organisation able to pay sub-contractors who are based outside of your own country?	**Yes / No**	
6.4 Does your organisation need prior authorisation from another body or government in order to accept and/or disburse funds relating to research, innovation or teaching projects? *If **Yes**, please give details of the circumstances in which this is applicable, the process and timeline for authorisation.*	**Yes / No**	
6.5 How does your organisation manage foreign currency exchange risks where the income is in a different currency than the expenditure?		
6.6 Does your organisation have an internal audit function?	**Yes / No**	
6.7 Has your organisation been subjected to any internal/external audits on post award financial research management within the last three years?	**Yes / No**	

*If **No**, when was the last time an internal or external audit was carried out, and by who?*		
6.8 Does your organisation hold public liability insurance that covers work relating to externally funded research projects, and to what value or limit? Please give the expiry date and details of the renewal process if applicable. *If **No**, is this cover provided in another way?*	**Yes / No**	
6.9 Does your organisation have professional indemnity insurance that extends beyond the life of the project and to what value or limit?	**Yes / No**	
6.10 If different to Questions **1.9** and **5.8**, can you please provide the name of the key contact and details of their role for the organisation that can provide further information if required?		

7. Country-specific Information

This section is about any external regulations that your organisation must adhere to. This information is being requested to assist with project planning, for example if there are any additional administrative requirements or fees, these can be built into the project timeline. It is important to understand these requirements at the outset, if applicable, in order to work together to ensure the project can run as smoothly as possible.		
Please provide brief notes and policies on the following:	**Please provide documents or links, if available.**	
7.1 Are there any local, regional, or national requirements that may impact on the project; e.g. import controls, ethics, research permit, etc…? *If **Yes**, please describe.*	**Yes / No**	
7.2 Are there any external fees or charges that the organisation would be subject to, in order to be able to carry out externally funded research projects? *E.g. fees for ethical review, withholding tax and licenses.*	**Yes / No**	

SECTION B: PROJECT DETAILS

This section is exclusively about the research project in question. Whereas Section A may be completed once and updated when appropriate, it is expected that Section B is completed for each project undertaken with a new or existing partner.

Please answer these questions with information specific to the project and the way it will be managed.

8. Project Governance

Please provide brief notes and policies on the following:	**Please provide documents or links, if available.**
8.1 Please describe the research/academic governance and project management arrangements that are specific to this project, including the names and roles of the person/people responsible for academic management and administrative management, if different. Please include how project expenditure is authorised, processed and paid, and who is responsible at each stage.	

8.2 Please can you provide the names and roles of the following key administrative personnel that are specific to this project, including email and phone number?
    8.2.1 Persons responsible for financial management and reporting
    8.2.2 Key legal contact
    8.2.3 Project manager if applicable (or other administrative support for the project)	

8.3 Please describe the physical infrastructure in place or planned to deliver the project; e.g. will the project have access to the appropriate laboratories, buildings and other facilities.	

8.4 Please identify any intended third parties/subcontractors contributing to this project.
    8.4.1 Please identify which one of the third parties/subcontractors named above are receiving funds and the amount which will be disbursed to each partner?
    8.4.2 UK research organisations are committed to and comply with the UK Counter-Terrorism (Sanctions) (EU Exit) Regulations 2019 that further the prevention of terrorism in the UK or elsewhere and protect UK national security interests. It is through this regime that the UK implements its international obligations under UN Security Council Resolution 1373.
 	
Do you sub-contract to any partners who are located in areas where there is a high risk of funding being used to fund terrorism or other illegal activities? If yes, what steps does your organisation take to prevent this from happening?	

8.5 If applicable, please provide details of possible conflicts of interest specific to this project from key partners, individuals, or any of their family or people living within the same household and how this will be managed. In the below situations, please advise whether there is an actual, perceived, or potential interest which applies to: • Any member of your staff listed named in this document or project; • Any of their families (you do not need to supply names); • Anyone living in the same household as them (you do not need to supply names). *If **Yes** to any of the below, please provide details:*	

8.5.1 They are linked with other organisations (not your own) which are involved in or might benefit from the research. This may include personal remuneration, consultancies, directorships, advisory positions, other positions of authority, or honoraria (past and present) of any amount.	**Yes / No**	
8.5.2 They have shareholdings or financial interests with a market value equal to or greater than £5,000 GBP (or equivalent), or more than 1% of the total shares in an organisation which is involved in or might benefit from the research.	**Yes / No**	
8.5.3 They are members of political or pressure group associations relevant to the subject of the research.	**Yes / No**	

8.5.4 Your organisation receives research support (financial or in-kind) from commercial organisations involved in the grant or which might benefit from the outcome of the research, or value of intellectual property (except where this is part of the application).	**Yes / No**
8.6 What ethical review will this project be subject to?	
8.7 Research misconduct - have any of the project team at your organisation been subject to an investigation into research misconduct where the allegations have been upheld? If **Yes**, please provide details.	**Yes / No**
8.8 Have any of the project team had publications retracted? If **Yes**, please give reasons	**Yes / No**
8.9 Do you have any other comments or is there anything else that you feel the project team should be made aware of?	**Yes / No**

Declarations

UKRI Only:

All UKRI Research Grants are subject to their UKRI Research Grant Terms and Conditions (fEC Grant Terms and Conditions). The latest version can be downloaded from the following website:
https://www.ukri.org/funding/information-for-award-holders/grant-terms-and-conditions/

If for any reason you cannot adhere to any of them, please state which ones and why below.

On behalf of the research organisation, I can confirm that we accept all UKRI Research Grant Terms and Conditions.	**Yes /No**
If your organisation cannot adhere to any of the Terms and Conditions, please provide further details:	

FCDO Only:

The Supplier (University of Leeds) shall ensure that all Sub-Contracts contain provisions: 7.7.1 – requiring the Sub-Contractor (You) to comply with the FCDO's Supply Partner Code of Conduct (Appendix B) at all times:

The latest version can be found in the following location (pg. 75 onwards):
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/649883/DFID-Standard-Terms-Conditions-Services-Contracts-Oct17b.pdf

If for any reason you cannot adhere to FCDO's Supply Partner Code of Conduct, please state why below.

On behalf of the research organisation, I can confirm that we will comply with FCDO's Supply Partner Code of Conduct with regards to Research Grants.	**Yes /No**
If your organisation cannot adhere to any of the Terms and Conditions, please provide further details:	

Document Checklist

Please complete this table to indicate whether you have included the documentation required as part of this assessment.

If you are not able to supply certain documents (for instance a policy not in existence in your organisation) please indicate why this is the case.

Document	Enclosed		Comments
	Yes	No	
Evidence of Legal Status			
Organogram			
Anti-fraud, Corruption & Bribery Policy			
Travel & Subsistence Policy			
Conflict of Interest Policy			
Safeguarding Policy			
Health and Safety Policy			
Risk Management Policy			
Ethics Policy			
Recruitment and Selection Policy			
Financial Procedures			
Research Misconduct Policy			

Authorisation

This form must be signed by someone who has the authority to sign on behalf of the organisation, which should usually be someone who is also authorised to sign contracts on behalf of the organisation and this person should also be present on your scheme of delegation. The form should not be signed by the Principal Investigator or a member of the project team.   - I/We confirm that I/we have authority to submit this form on behalf of my organisation.   - I/We consent to the information submitted being used for the purposes stated above.   - I/We confirm that all information entered is complete and accurate to the best of my/our knowledge and belief, having made reasonable enquiries.
I confirm that the responses supplied in this questionnaire represent a true and accurate record:

Signature	
Name (Printed)	
Role	
Date	

The University of Leeds will store your responses to this questionnaire and any associated documentation until 7 years after the end of the research project. This is in line with the University of Leeds document retention policy and the requirements of most research funders.

In order to limit repeated requests for information, the University of Leeds would also like to share your responses to this questionnaire and any associated documentation with other University of Leeds faculties. This means that if you are proposed as a partner for any future research projects within the next 36 months, we would re-use this information. Beyond this time period, we may continue to re-use some of this information but may also ask you to provide updated responses to some questions. If you have any objection to this, please contact RIS-Operations@Leeds.ac.uk.

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Optional Approval for this information to be shared the University of Leeds may wish to share your responses to this questionnaire with other UK Universities and UK research funders, to enable them to undertake the necessary due diligence processes if you are proposed as a partner for any future research projects. **This is optional**. If you are happy for your responses to this questionnaire to be used in this way please, confirm below. If you do not provide your consent, we will direct any requesting parties to contact you directly. The information will not be shared with third parties for any other purpose without your prior consent.	
I confirm that I approve the University of Leeds to share the responses supplied in this questionnaire with other UK Universities and UK research funders	
Signature	
Name (Printed)	
Role	
Date	

This form may be returned to us in the following ways:
1) **Paper copy, printed, filled in by hand, signed by authorised person.**
2) **Completed electronically, signed with electronic signature by authorised person and returned by email.**
3) **Completed electronically, approved and sent by email by the authorised person.**

<p style="text-align:center">University of Leeds Research Office Use Only</p>

This form must be signed by someone who has the authority to sign off Due Diligence on behalf of the Faculty, which should usually Faculty Finance Manager, or equivalent level. The form should not be signed off by the Principal Investigator or a member of the project team.	
I can confirm that having reviewed the information and documentation submitted by the partner in response to this questionnaire, that the Faculty is content that this partner represents a low risk and/or that any potential/actual risks have been suitably mitigated and therefore, I am signing off this Due Diligence as complete.	
Signature	
Name (Printed)	
Role	
Faculty	
Date	

Instructions to Legal (please ensure these are sent to the relevant person in Contracts on completion of this Due Diligence):

Please list any caveats, policies, terms or conditions that require inclusion in the contract, to mitigate against any potential/actual risks identified as a result of the completion of Due Diligence.

Annex A – Registering as a Vendor with the University of Leeds

Registering as a new Vendor with the University of Leeds (or changing existing records):
In order to become a vendor to the University (or for an existing vendor to change bank details) there is a three-step process:
1. Supplier to send the University a document on company headed paper setting out the company's bank details – see below for more details.
2. As part of our anti-fraud measures, the University Purchasing office will call the vendor to validate the bank details.
3. Once we have received all the necessary information and carried out our internal checks, it takes about 1-2 weeks to set up a vendor on our system.

Note: The University's payment terms are 30 days.

Bank Details Letter
Please send **a document on company headed paper**, signed by someone with financial authority from within your organisation confirming the following information:

4. Registered Company Name
5. Company Registration Number
6. Name of Bank
7. Bank Address
8. Bank Account Name (this **must** be the exact name shown in the Bank Statements)
9. Email address for which to send Purchase Orders
10. Email address for which to send Remittance Advice

In addition to the information requested above, one of the four sections below must be included in your letter:
All information requested is mandatory.

For Europe EU/EEA Countries Bank Accounts only
1. Currency of the Bank Account
2. IBAN
3. SWIFTBIC - NB either the 8 or 11 character alpha-numeric code

For American Bank Accounts only
1. Currency of Bank Account
2. Bank Account Number
3. ABA Routing Code

All Other Countries Bank Accounts
1. Currency of Bank Account
2. Bank Account number
3. SWIFTBIC or National Clearing Code. NB: either the 8 or 11 character alpha-numeric code

Additional Information
Canada: Also include the Institution/Bank Code
China: Also include the CNAPS Code
India: Also include the IFSC Code

Please complete the fields below AND send a document on company headed paper, signed	
Signature	
Name (Printed)	
Role	
Faculty	
Date	