Purpose

This guide aims to provide potential research partners with important information about the financial rules and processes that the University of Leeds and its funders require all partners to work to.

Key information for you to share with your Operational and Financial teams

Contract/Collaboration Agreement if our application is successful, we will be required to enter into a legal agreement with you to formalise the work we will be doing together. You will also be required to comply with any necessary funder terms and conditions and these will be included in any contract or agreement.

Due Diligence* if our application is successful, we are also required to undertake formal Due Diligence with all our partners – this will require you to answer a number of questions about your organisation; the number of questions asked will be determined by your organisation's level of involvement in the project.

Country Specific Information we will need you to make us aware of any laws/restrictions in place within the country which your organisation is based, that would affect the ability to conduct research, or the ability to receive or return funds from/to the University of Leeds.

Currency we expect to make payments to you in British Pounds £, so please let us know when you submit your budget whether this will be problematic for you.

Account if our application is successful, we will require that you assign a separate account for the receipt of the grant funds that you will receive from us and against which expenditure will be incurred.

Insurance we would usually expect your organisation to have adequate insurances – such as Public Liability and Professional Indemnity – in place to cover your work on the project. If this will be problematic for you, please let us know.

Payments we would normally expect to make payments to you in arrears (i.e. after the work has been done) upon receipt of a valid invoice and accompanying evidence (see Evidence below).

Evidence* we require that all expenditure claimed is evidenced by receipts/invoices/staff timesheets (translated into English where necessary) which you will need to submit alongside your claims – we will not be able to make payments to you unless this evidence is sent to us.

***Full details on this document, as well as further information on Due Diligence, Claims Information for Partners and Expenditure Evidence, are available on the following link:** Resources for Project Partners – Research and Innovation Service (leeds.ac.uk)