**Completing Mandatory Fields for Records Pre-Aug 1st 2016**

*Document created 10/03/17*

| **Field** | **Type of Field** | **How the field should be completed** |
| --- | --- | --- |
| Strategic Fit | Free Text Box | N/A- Pre Aug 16 |
| Resource Requirements | Free Text Box | N/A- Pre Aug 16 |
| Risk Assessment | Free Text Box | N/A- Pre Aug 16 |
| Is this project expected to involve: |
| Human Participants (including tissue or personal data) | Yes / No | No |
| Potentially Vulnerable participants | Yes / No | No |
| Would the project go through The NHS, Social Care or the Criminal Justice System Ethical Approval Processes | Yes / No | No |
| Another UK HEI being the lead partner | Yes / No | No |
| Potential ethical issues | Yes / No | No |
| If other, please detail | Free Text Box | N/A- Pre Aug 16 |
| The following HR issues must be considered in the early stages of a planning of a project: |
| Will new staff need to be recruited to the project? | Yes / No | No |
| Are any staff assigned to the project on a temporary or fixed-term contract that will need to be extended to cover the project duration? | Yes / No | No |
| Will redundancy costs or redeployment need to be considered? | Yes / No | No |
| Will any fixed-term research staff exceed 4 years of service as a result of this project? | Yes / No | No |
| If you have answered yes to any of the above questions please provide supporting information below - HR & Employment Issues | Free Text Box | N/A- Pre Aug 16 |
| Contract Terms and Conditions  | Choice-group | None of the above - see text box |
| Is a collaboration agreement required Post Award? | Yes / No | No |
| Is a sub-contract required Post Award? | Yes / No | No |
| Contract and Grant Terms and Conditions Review | Free Text Box | N/A- Pre Aug 16 |
| Project Intellectual Property  | Choice-group | None of the above - see text box |
| Intellectual Property | Free Text Box | N/A- Pre Aug 16 |
| Total Actual Contribution to Overheads | Number field | £0 |
| Customer Credit Validation | Free Text Box | N/A- Pre Aug 16 |
| VAT Type | Choice-group | Standard rated |
| VAT Comments | Free Text Box | N/A- Pre Aug 16 |
| Corporation Tax | Choice-group | Not Applicable |
| Corporation Tax Comments | Free Text Box | N/A- Pre Aug 16 |
| Insurance | Free Text Box | N/A- Pre Aug 16 |
| European Procurement Regulations / Subcontracts | Free Text Box | N/A- Pre Aug 16 |