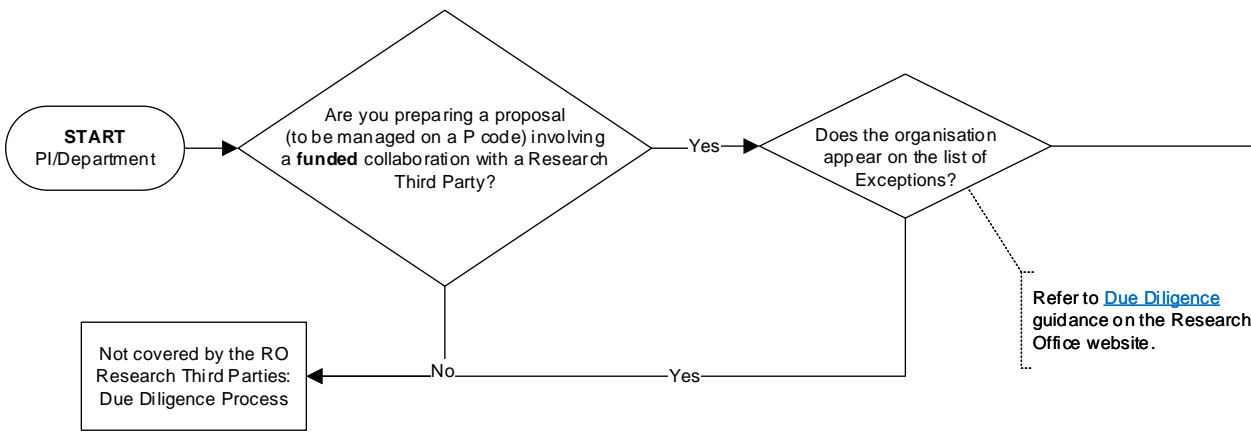


Research Third Parties: Due Diligence Process

Refer queries regarding the Research Third Parties' Due Diligence Process or Questionnaire to the Due Diligence Manager in the Research Office at [rs.compliance@imperial.ac.uk](mailto:rs.compliance@imperial.ac.uk)

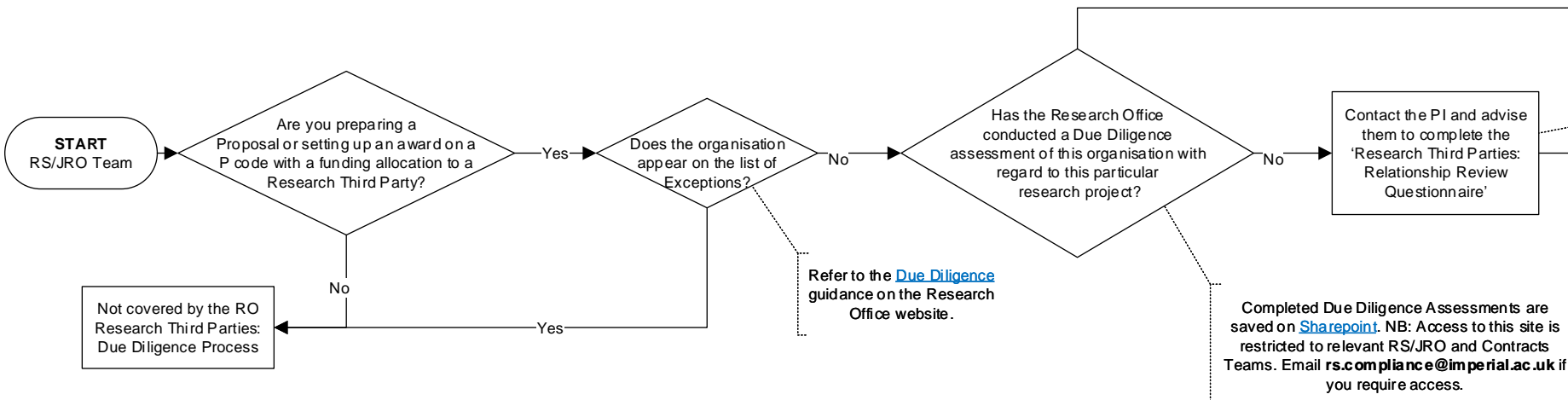
PI/Department



Responsibilities at Post-Award:

- Establishing Third Party monitoring processes to oversee progress and agreed deliverables.
- Monitoring the timely receipt of scientific reports from the Third Party as required.
- Supporting Faculty Research Services with the financial management and monitoring of Third Party expenditure and facilitating the resolution of queries as necessary.
- Liaising with Faculty Contracts during the lifetime of the award where amendments to the sub contract agreement are required.

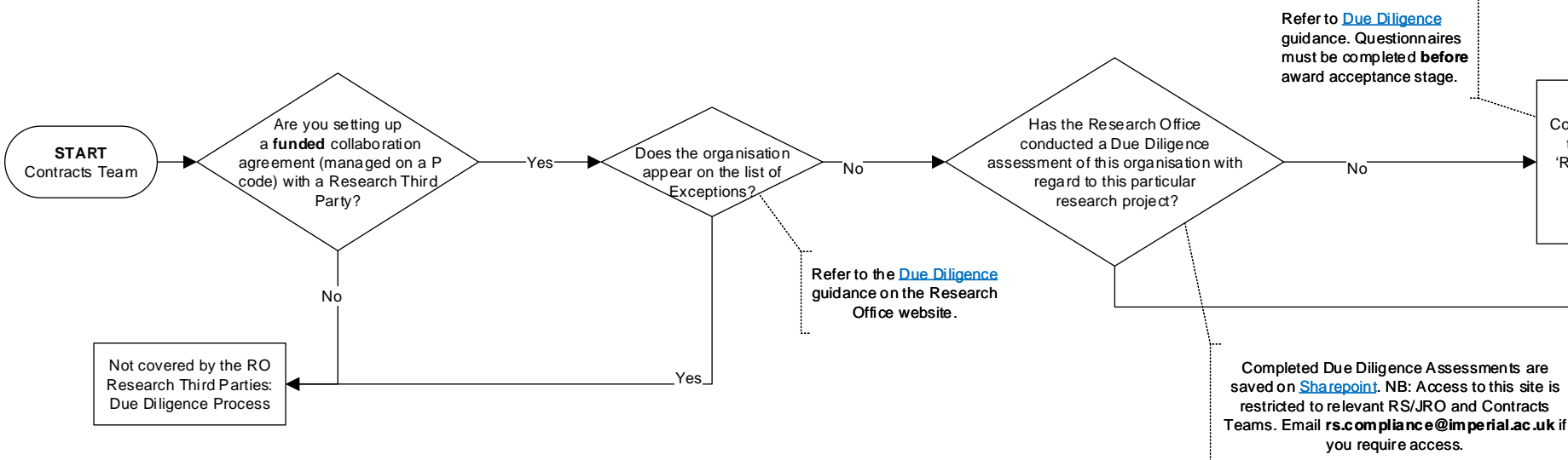
Faculty Research Services/  
Joint Research Office Team



Responsibilities at Post-Award:

- Supporting the PI and Department with the financial management of the project and providing guidance on the use of financial templates by the Third Party (if relevant) to support financial reporting and preparation of invoices submitted to the funder.
- Reviewing expenditure incurred by the College and any Third Party to ensure it is in line with the awarded budget and funder terms and conditions before submitting invoices and/or financial statements to the funder.
- Notifying the PI and academic department where Third Party expenditure is ineligible or exceeds the allocated budget, and liaising with the Third Party if further clarification and detailed justification is necessary.
- Engaging with the PI and academic department about the progress of the Third Party's deliverables throughout the lifetime of the award.

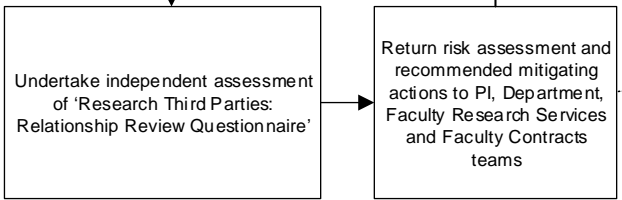
Faculty Contracts Team



Responsibilities at Post-Award:

- Liaising with P/Department and Faculty Research Services where amendments to the research subagreement are required

Research Office



Responsibilities at Post-Award:

- Working with the PI, academic department and Faculty Research Services to monitor and review the relationship with the Third Party during the lifetime of the award and conducting end of project Third Party relationship assessments as appropriate.
- Undertaking assurance reviews of the due diligence process and the implementation of recommended mitigating actions as appropriate.