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 Responsibilities at Post-Award: Establishing Third Party monitoring processes to oversee progress and agreed deliverables. Submit completed question naire Complete Research Third Are you preparing a proposal (approved by the HoD) to the Confirm the work Monitoring the timely receipt of scientific reports from START (to be managed on a P code) involving Does the organisation Parties: Relationship Research Office for independen activities to be the Third Party as required. PI/Department a funded collaboration with a Research appear on the list of Review Questionnaire and assessment: undertaken by the Third Third Party? obtain HoD approval Exceptions' Supporting Faculty Research Services with the financial rs.compliance@imperial.ac.uk Party and take account of management and monitoring of Third Party expenditure and facilitating the resolution of queries as necessary. any non-standard terms and conditions included with in the research Liaising with Faculty Contracts during the lifetime of the Refer to Due Diligence subagreement. award where amend ments to the $\operatorname{sub\,con}\operatorname{tract}$ a greement Refer to Due Diligence guidance. Questionnaires are required. guidance on the Research must be completed and Office website. assessed before award Not covered by the RO acceptance stage. Research Third Parties: Due Diligence Process 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 Refer to Due Diligence guidance. Questionnaires must be completed before Faculty Research Services/ Joint Research Office Team Contact the PI and advise Has the Research Office award acceptance stage. Review the assessment Are you preparing a Reviewing expenditure incurred by the College and any conducted a Due Diligence them to complete the START Does the organisation and send relevant Third Party to ensure it is in line with the awarded budget and Proposal or setting up an award on a 'Research Third Parties: assessment of this organisation with P code with a funding allocation to a inancial templates to the funder terms and conditions before submitting invoices and/or RS/JRO Team appear on the list of regard to this particular Relationship Review Research Third Party? Third Party to support financial statements to the funder. Exceptions? research project? Que stionn aire' Post-Award financial Notifying the PI and academic department where Third Party reporting and invoicing as expenditure is ineligible or exceeds the allocated budget, and liaising with the Third Party if further clarification and detailed required. justification is necessary. Refer to the Due Diligence Engaging with the PI and a cademic department about guidance on the Research the progress of the Third Party's deliverables throughout the Not covered by the RO Completed Due Diligence Assessments are Office website. lifetime of the award. saved on Sharepoint. NB: Access to this site is Research Third Parties: restricted to relevant RS/JRO and Contracts Due Diligence Process Teams. Email **rs.com pliance@im perial.ac.uk** if you require access. Refer to <u>Due Diligence</u> guidance. Questionnaires must be completed before award acceptance stage. Responsibilities at Post-Award: Liaising with PI/Department and Faculty Research Has the Research Office Contact the PI and advise Are you setting up Review the assessment conducted a Due Diligence and incorporate relevant Services where amendments to the research a funded collaboration them to complete the START Does the organisatio agreement (managed on a P assessment of this organisation with Research Third Parties: contract clause(s) in the subagreement are required appear on the list of Contracts Team ode) with a Research Third regard to this particular Relationship Review subagreement to mitigate Exceptions? Party? research project? Que stionnaire' the identified risk(s). Refer to the Due Diligence guidance on the Research Office website. Not covered by the RO Completed Due Diligence Assessments are Research Third Parties: saved on Sharepoint. NB: Access to this site is Due Diligence Process restricted to relevant RS/JRO and Contracts Teams. Email rs.compliance@imperial.ac.uk if you require access. 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. Return risk assessment and recommended mitigating Undertake independent assessmen actions to PL Department of 'Research Third Parties: Undertaking assurance reviews of the due diligence Faculty Research Services process and the implementation of recommended mitigating actions as appropriate. Relationship Review Question naire and Faculty Contracts