

## Contracting Process Overview

There are seven key steps in the contracting process.

### 1 Initiate

Ask yourself – why should the University do this (i.e. what benefit is the University seeking to obtain)? How does the proposed contract relate to the University's [statutory functions](#)? Does it align with the University's [strategic priorities](#)?

Assuming you are satisfied that there is a positive benefit to the University, it falls within the University's statutory functions and fits with its strategic priorities, then the next initial steps are:

- Search ConvergePoint to see if there is already an existing arrangement or agreement in place;
- Undertake due diligence on your proposed partner, particularly if it involves an overseas counter-party – see [Measures for Secure Global Engagement \(griffith.edu.au\)](#); and
- Seek in-principle approval from a senior staff member in your area ([Band 4A & above](#)) before proceeding.

### 2 Engage Experts

Contracting support may be available to assist you.

Under the [signing delegations](#), contracts are classified as either Special Contracts or General Contracts. There are [guidelines](#) you can consult to assist with this.

- Special Contracts must be referred to a Subject Matter Expert (SME). SME's are the business or administrative units within the University which are recognised as having a particular interest or expertise in the subject matter of the proposed contract (eg. the Office for Research, Campus Life, Finance, etc.);
- General Contracts can be signed in the responsible academic group or administrative area, but the Guidelines may still recommend that you seek assistance from a SME.

Special Contracts are listed in Table 1 of Schedule C of the Signing Sub-delegations. These contracts have been reserved for special treatment, because:

- they establish a University-wide relationship or require the commitment of resources across multiple groups or portfolios;
- they are best handled by a University administrative area which exists to provide expert advice and support; or
- it is important for the University to centrally capture data about the activity.

If the contract is not listed as a "Special Contract", then it is a "General Contract" and is

covered by Tables 2 and 3 in the Signing Sub-delegations. The following are examples of General Contracts:

- Engagement of consultants / contractors
- Purchasing agreements
- Sponsorships (both in & out) up to \$20,000
- Contracts for any research activities which is not cash funded
- Confidentiality Agreements, Material Transfer Agreements and IP Assignments (both to & by the University) – provided that they do not relate to funded research or commercialisation
- Externally funded scholarships (not HDR)

However, you should always check the Guidelines before proceeding.

All employment contracts must be handled by Human Resources.

### 3 Review and negotiate contract terms

As contract owner, you are responsible for checking that the contract as prepared matches the desired commercial objectives and all details are accurate and complete before it is signed.

Where possible, a standard GU contract should be used. These are available from the [Legal Services website](#). Otherwise, read the legal terms. Do they seem reasonable? Do they make sense and can the University comply with those terms?

Check the Legal Services website for self-help materials about legal terms and information on when Legal Services can be consulted ("[When to contact Legal Services](#)" Factsheet).

If you need further assistance, request a [Legal Review](#).

### 4 Seek Approvals

- Have you consulted with all interested SMEs and other areas affected by the proposal?
- Have you complied with all relevant University policies and procedures?
- Have you considered the Risk Appetite Statement? Are the risks acceptable to the University?
- Has the University's cash contribution/expenditure been approved by someone with sufficient budget and financial delegation?
- Has the University's in-kind commitment been approved by a staff member at Band 4A or above in all affected elements?

### 5 Check before Signing

Check the [Delegations Register](#) to identify the proper signatory for the contract:

- If it's a Special Contract, the SME Group will arrange for it to be signed;
- If it's a General Contract, then you must complete a [Contract Approval & Signing Request Form](#) and send it with the contract to the appropriate signatory.

*Questions about the signing delegations should be directed to [delegations@griffith.edu.au](mailto:delegations@griffith.edu.au)*  
*Delegations register - <https://www.griffith.edu.au/about-griffith/corporate-governance/delegations-framework>.*

If the contract requires the University to hold certain insurance, ensure that the University has that insurance. You can check this on the [insurance website](#). If you have any additional insurance questions, you should contact the University's [Insurance Office – \[insurance@griffith.edu.au\]\(mailto:insurance@griffith.edu.au\)](#).

You should also arrange for the contract to be signed by the other party or parties. In some cases, the other parties may sign first.

If you propose to sign the contract digitally or electronically, please refer to the "[Electronic and digital signatures on contracts](#)" factsheet.

## 6 Record retention

- The contract owner must lodge a copy of the fully signed contract in the ConvergePoint Contract Register. If the contract has been signed by hand ("wet-ink"), please contact the Head of Information Management and Solutions for advice on where to store it.

In addition to acting as a central contract repository, the Contract Register incorporates some contract management functions which allow users to manage contract notifications, renewal/expiry dates, important vendor information and documentation (such as insurance certificates).

## 7 Ensure the University performs its obligations

The contract owner should ensure that both parties perform all of their contractual obligations. Continue to monitor performance during the entire life of the contract.

Are there due dates for delivery, reporting, etc.?

Address any problem promptly. Seek advice from Legal Services or Finance if necessary.

Watch for renewal dates or other important dates. The same contracting process should be applied to renewal of an existing contract.

For more information contact:  
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