

## ① Initiate

Ask yourself – why should the University do this? How does the proposal relate to the University's [statutory functions](#)? Does it align with the University's strategic priorities?

Search ConvergePoint to see if there is already an existing arrangement in place.

Undertake due diligence on your proposed partner.

Seek in-principle approval from a senior staff member in your area (Band 4A or above) before proceeding.

## ② Experts

Contracting support may be available to assist you. Depending on the subject matter, contracts are classified as either Special Contracts or General Contracts:

- Special Contracts must be referred to a Subject Matter Expert (SME);
- 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.

## ③ Negotiate

Where possible, a standard GU contract should be used. Otherwise, read the legal terms. Do they seem reasonable, do they make sense and can the University comply those terms?

Check the Legal Services website for self-help materials about legal terms and information on when Legal Services should be consulted. If you need further assistance, Request a Legal Review.

As contract owner, you are responsible for checking that the commercial details are complete and accurate before it is signed.

## ④ 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 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.

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

## ⑥ Storage

The contract owner must lodge a copy of the fully signed contract in the ConvergePoint Contract Register.

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 Compliance

Continue to monitor performance of the contract.

Are there due dates for delivery, reporting etc?

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

Watch for renewal dates. The same contracting process should be applied to renewals.