

This form must be completed by the contract owner before a Contract or MOU will be signed by a University representative. Please **attach** it to the front of the Contract when submitting it for signature or include it as part of the digital signing process.

Contract owner must complete sections 1 – 6. **Signatory** should consider the matters in section 7 before signing.

Completion of this form ensures that:

- the authorised signatory can understand what they are being asked sign;
- the contract owner has undertaken necessary due diligence and risk assessments, has consulted with all relevant Subject Matter Experts and has complied with University policies and procedures; and
- the contract is signed by a person properly authorised under the University delegations.

1. CONTRACT OWNER:		
Your name & title/position:		
School / Organisational area:		
Phone & email:	ph:	email:
Person responsible for ongoing management of this Contract	<input type="checkbox"/> As above or <input type="checkbox"/> [insert name]	
2. CONTRACT DETAILS:		
Document name:		
Other party or parties:		
Contract description and purpose:	- What is the contract for? Why is it required?	
GU's Statutory functions	- How does the contract relate to the statutory functions of the University?	
Duration:	Start date:	Options to extend?
	Length of term (months / years):	
3. CONTRACT TYPE & VALUE: - tick all that are relevant		
Type of Contract	Total \$AUD (life of contract)	Examples
<input type="checkbox"/> Expenditure of GU funds	\$ or N/A	<i>purchasing of goods or services, engaging subcontractors, sponsorship \$ out</i>
<input type="checkbox"/> Student Placement	\$ or N/A	<i>if placements are paid, disclose per student cost</i>
<input type="checkbox"/> In-kind commitment by GU	\$ or N/A	<i>unfunded research collaborations</i>
<input type="checkbox"/> Income – research	\$ or N/A	<i>Government or private funding for HERDC research</i>
<input type="checkbox"/> Income – other	\$ or N/A	<i>Donations, sponsorship \$ in, provision of consulting services by GU, hiring income</i>
<input type="checkbox"/> Non-Financial	N/A	<i>MOU or NDA with no \$ value</i>
<input type="checkbox"/> Variation or extension * also attach original contract	variation amount = \$ new total GU cash contribution = \$	

4. DUE DILIGENCE & RISK ASSESSMENT:		
Other party	The other party is suitably experienced, qualified, reputable and credit-worthy	<input type="checkbox"/> Yes <input type="checkbox"/> No
Foreign arrangements	I have completed the International Engagement Checking Tool	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Declaration of interest	I have reviewed the Conflicts of Interest Policy and supporting information and confirm that: <input type="checkbox"/> I do not have any actual, perceived or potential conflicts of interest to disclose; or <input type="checkbox"/> I have declared all relevant interests as required by the policy.	
Risk Assessment	What are the potential risks to the University in entering into this arrangement? Refer to the Risk Management Handbook for a description of risk categories and examples. How will those risks be mitigated?	
Risk Appetite	<input type="checkbox"/> I have considered the Risk Appetite Statement and I confirm that the risks of this arrangement are within the University's Council approved risk appetite	
Legal terms	<input type="checkbox"/> This contract was drafted or reviewed by Legal Services <input type="checkbox"/> This contract was <u>not</u> reviewed by Legal Services because: <input type="checkbox"/> it is a GU template contract and no amendments have been made; or <input type="checkbox"/> after referring to the Legal Services website , I determined that a legal review was not required.	
Purchasing	<input type="checkbox"/> I confirm that the contract complies with the Procurement and Supply Policy and associated guidelines. <input type="checkbox"/> Not applicable	
Other Subject Matter Experts (SMEs)	I have checked the Guidelines and consulted with the SMEs below. What issues (if any) were raised? <input type="checkbox"/> Insurance <input type="checkbox"/> Finance (incl. procurement &/or tax) <input type="checkbox"/> Other	
Policies & Procedures	<input type="checkbox"/> I confirm that all internal approvals required under the relevant University policies and procedures have been obtained in relation to this contract and its associated transaction. List any particular policies of importance:	
Any other information		

5. DECLARATIONS BY CONTRACT OWNER:
<input type="checkbox"/> By submitting this form, I confirm that I have read and understood the terms of the Contract. I am satisfied that it is in the best interests of the University, except as noted otherwise above. I recommend the Contract for approval and signing.
<input type="checkbox"/> I confirm that any proposed Expenditure under the contract is covered by the Group budget.
APPROVAL BY HEAD OF ELEMENT: If this form is submitted by someone other than Head of Element, then Head of Element must also endorse the contract for signing – either by:
<input type="checkbox"/> Adobe Sign lodgement – include Head of Element as “approver” in the Adobe Sign lodgement trail (ahead of the signer); or
<input type="checkbox"/> manual signature of Head of Element here:

6. IDENTIFY THE PROPER SIGNATORY:		- Complete after referring to the Delegations Register	
A.	Classify the contract: <input type="checkbox"/> Special Contract Type of Special Contract: OR <input type="checkbox"/> General Contract Specialist sub-delegation to: Can be signed within the organisational area of the contract owner		
B.	Are you spending University funds?	<input type="checkbox"/> Yes <input type="checkbox"/> No	* Value of GU Expenditure (total life of contract): \$
C.	List any other interested Groups: <i>If the Contract impacts on other elements it must be signed at Band 2B or above and other areas must approve.</i>	<input type="checkbox"/> I have consulted with the above Groups and they have confirmed that they are happy for the below named sub-delegate to sign.	
D.	Name and Band of sub-delegate*:		
* nominated sub-delegate must have sufficient budget and financial delegation to approve the Expenditure under the Contract.			

7. CHECKLIST FOR SIGNATORY	- Issues to be considered before signing
<input type="checkbox"/> Am I authorised to sign this? <input type="checkbox"/> Has someone taken ownership of the contract? <input type="checkbox"/> Does it make sense? Are the risks acceptable? Does it need a legal review? <input type="checkbox"/> Have all stakeholders & relevant Subject Matter Experts (SMEs) been consulted? <input type="checkbox"/> Does it impact on other elements? If yes, must be signed at Band 2B or above & other areas must approve. <input type="checkbox"/> Does my budget and financial delegation cover any expenditure?	

POST-SIGNING INSTRUCTIONS	- Signatory should return contract to the owner of the contract
Contract owner must: <ul style="list-style-type: none"> • Ensure that all parties have signed and dated the Contract. A Fact Sheet on Digital Signing is available here. • Lodge a copy of the fully signed contract is uploaded to the ConvergePoint Contract Register. In addition to acting as a central contract register, ConvergePoint incorporates contract management functions which will allow users to manage contract notifications, renewal/expiry dates and important vendor information and documentation (such as insurance certificates). Instructions on how to upload a signed contract can be found here. • Monitor performance of the contract. Seek advice from Legal Services or Finance if necessary. • Watch for renewal dates 	