

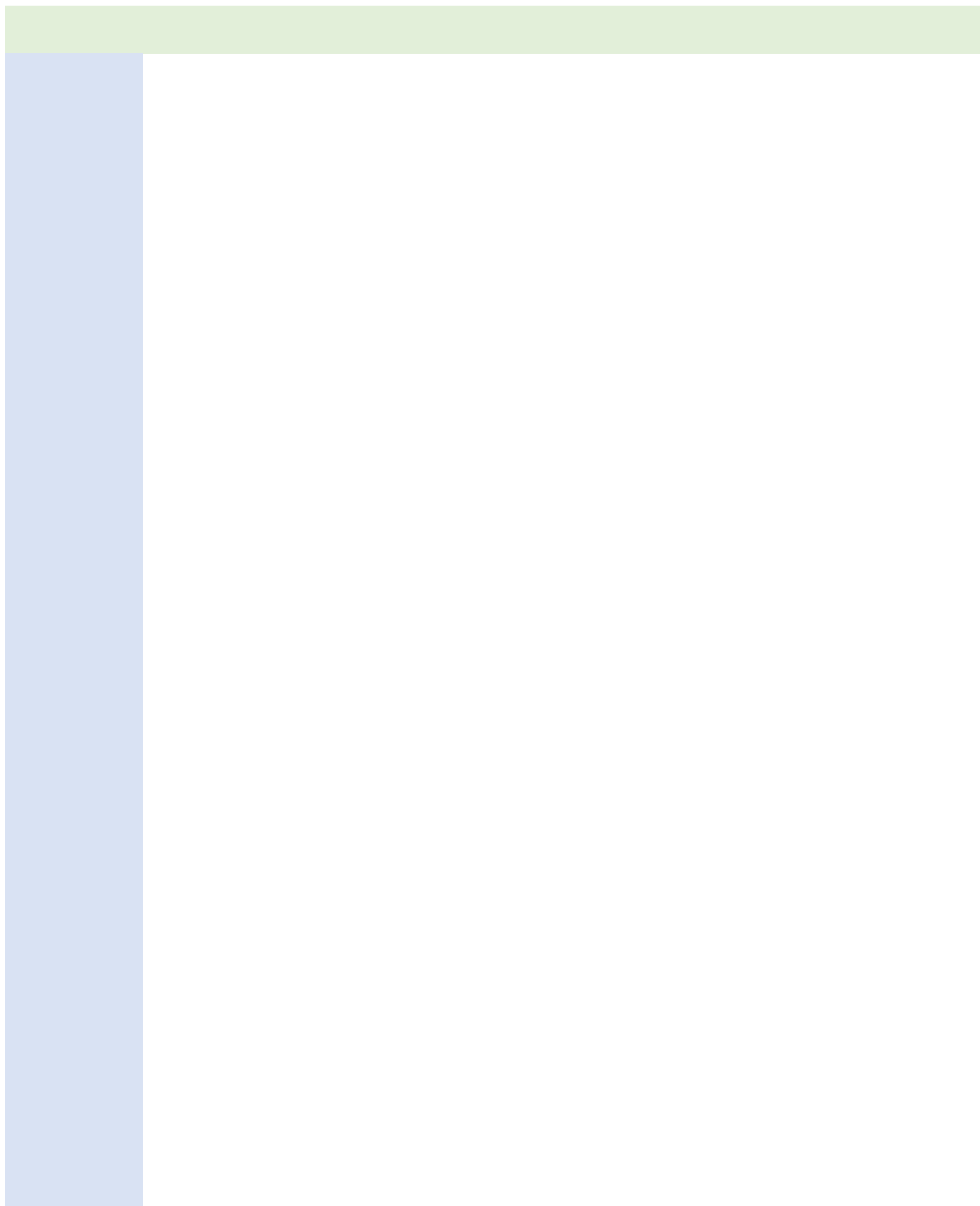
RKEC receives requests to draft or review contracts through the contract module within Worktribe. Depending on the nature of the work or project involved, some requests come through the Research Grant Operations (RGO) team, and some come directly from Departments. This note is intended to provide colleagues within Departments with more information about how to populate contract requests to minimise the need for RKEC to request information and therefore increase efficiency.

This note supplements the existing Worktribe guidance provided by Research Support Systems Hub (RSSH) on their Wiki pages: <https://wiki.york.ac.uk/display/RSSH/Worktribe+Contracts>

1. All Contract Requests
 - a. Fields to complete
 - b. Documents to add
2. Variable Information
3. RKEC processes

Depending on the nature of the contract or arrangement, it might be helpful to provide different information. However the following fields apply to all contract requests.

NB: if a field does not appear for you, df



Services Agreement. Typically DD/MM/YYYY to DD/MM/YYYY or [XX] months or years from a clear start date.

There is also an optional field for 'Effective Date'. RKEC would recommend you leave this blank.

These may be added by the initiator if they provide useful information, but the workflow tag (1[yyo]kX

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It may be helpful for you to know a little more about some of RKEC's processes.

We don't undertake costing exercises and will assume that any activity submitted to us has been costed in line with the University's costing policy. Unless something is obviously incorrect, we will not review or check the financial information we are supplied.

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