

Procedural Arrangements for External Contract Research

The following procedures regarding external contract research are required and are designed to encourage and assist staff in the pursuit of this type of work. Academic and senior administrative staff are encouraged to continue to develop external contacts with a view to establishing joint programmes and/or contract work.

1. Initial discussions between University staff and third parties which have prospects of leading to formal collaborative work should be notified to the Research & Innovation Office <http://insight1.net/uccresearch/site3/about.html> and the Technology Transfer Office. <http://www.ucc.ie/research/techtransfer/contact.html>
2. On agreement in principle that an external contract is appropriate, the following steps should be taken:
 - a. administrative and financial aspects should be discussed with the Research & Innovation Office and the Technology Transfer Office;
 - b. resource availability for the conduct of the project should be discussed with the Head of Department;
 - c. detailed project costings should be agreed with the Finance Office. <http://www.ucc.ie/en/financeoffice/ResearchGrantsandContracts/>
3. The Technology Transfer Office, in consultation with the parties will draw up a draft University contract, which will form the basis of further negotiations with the external party or parties.
4. Subsequent to further negotiation as appropriate, the final agreed contract will be drafted and placed before the Finance Officer for approval and signature.
5. Where Research Institutes/Centres/Units (RICUs) have been established by the University, such RICUs may have established specific practices with regard to external contracts. However, all contracts entered into by such RICUs must be notified to the Technology Transfer Office, for information and to ensure compliance with University policy.
6. In the case of specific contracts from bodies such as the EU, Enterprise Ireland etc., where the University has formally adopted standard contracts, such standard contracts will continue to apply. In all other cases a negotiable contract based on University policy will apply.