Research Fellows: What formal documentation is required between a College and the University?

- **Is the Fellow employed by the University?**
  - **YES**: No documentation to recognise the College affiliation is required. Arrangements where the College provides funding to support a University employee may benefit from a grant agreement.

- **Is the Fellow working on, or contributing to, a project managed, hosted or otherwise recognised by the University as part of its research portfolio?**
  - **YES**: A COMPLEX GRANT - SECONDMENT AGREEMENT must be issued and the Fellow needs to be employed by the University.
  - **NO**: A COLLEGE FELLOW'S LETTER must be issued.

- **Has the Fellow instead secured research funding which, as a PI, he or she must channel through the University (usually due to external funding rules)?**
  - **YES**: A SIMPLE GRANT – SUBCONTRACT must be issued and in addition:
    - Does the research require access to complex University facilities (i.e. more than an office/library & standard office or IT equipment)?
      - **YES**: It is advisable to issue a COLLEGE FELLOW'S LETTER but it is recognised that the risks are lower. If a Letter is not issued, the University should be clear on its expectations on the Fellow's access to offices and other facilities and ensure that any casual employment is covered off appropriately.
      - **NO**: A COLLEGE FELLOW'S LETTER must be issued.

**COMPLEX GRANT - SECONDMENT AGREEMENT**: This is a tripartite Agreement between the University, the College and the Fellow. Please note that the College must employ the Fellow. If the College does not want to employ the Fellow, then the COLLEGE FELLOW’S LETTER should be considered instead, with close attention paid to the standing of each party.

**SIMPLE GRANT - SUBCONTRACT**: This is a bipartite Agreement between the University and the Fellow (on behalf of the College). The terms of the external funding grant will flow down to the College. There is a small administrative charge associated with the subcontract.

**COLLEGE FELLOW’S LETTER**: This is a tripartite Agreement between the University, the College and the Fellow, and can be used whether the Fellow is formally employed or an officer of the College. The University and the College should both ensure that the sources of funding (or underwriting of costs), access to University facilities and supervision arrangements for the stated Activities have been mutually agreed prior to any Fellow's appointment to the College. If the Fellow is not employed, the College should check its insurance cover for the individual in the context of the specific research activities.