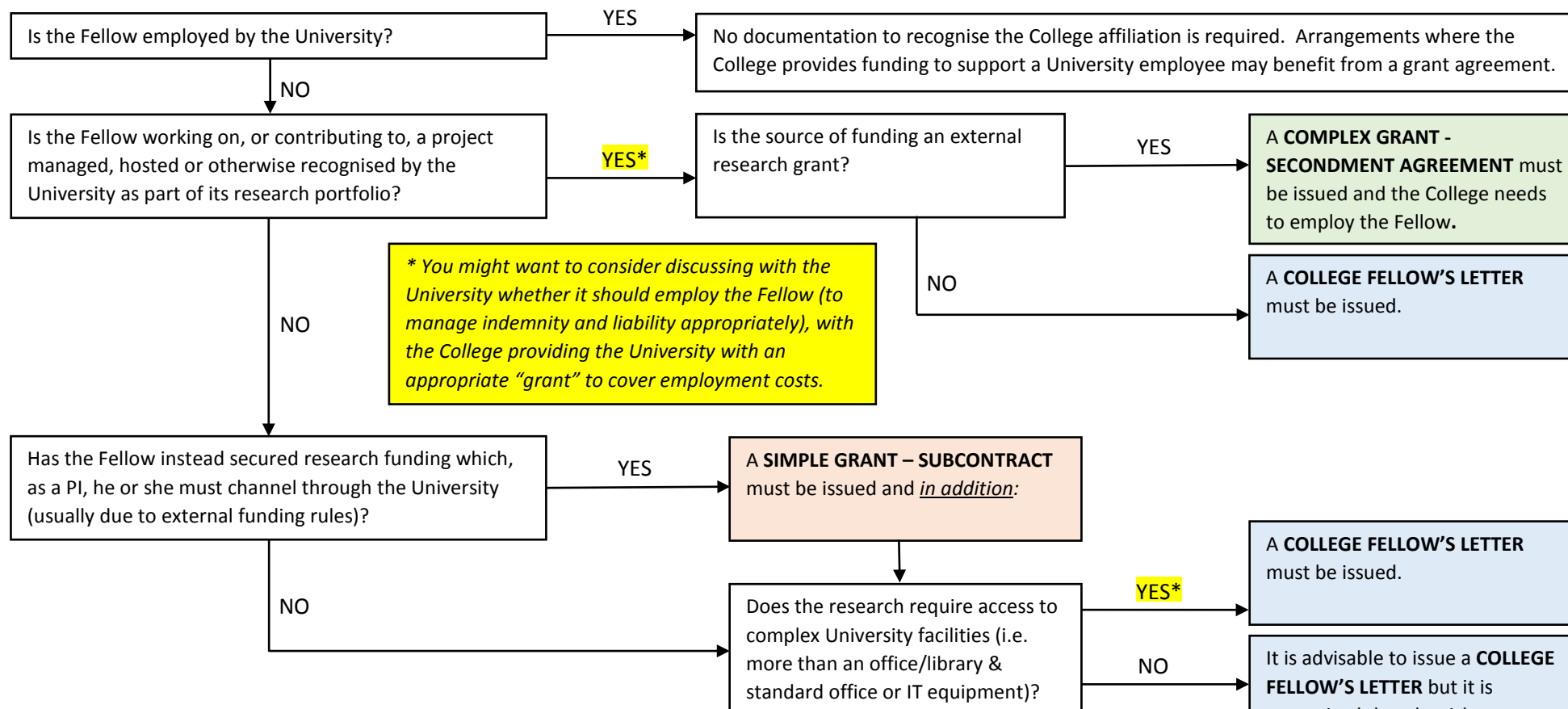


**Research Fellows: What formal documentation is required between a College and the University?**



**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.