

## **Research contracts: simple and complex**

(taken from <http://www.research-operations.admin.cam.ac.uk/policies/college-employees-pi-eligibility-ctos>)

### **Process for Handling Simple Grants (Sub-contract)**

***Documentation is a two-page letter between the University and the Fellow outlining the flowdown of funding through the College.***

Simple grants are processed as a flowdown of the full award, but with the funds being paid to the University and the College then invoicing the University. This will therefore require a subcontract.

Issues to consider:

- Sponsor's terms will be flowed down to the College through the subcontract
- The subcontract will include the College agreeing to release their employee to work on the project for the duration of the subcontract
- In return for processing and administering the award the College is requested to pay the University's Research Office a fee of £300 per application and £350 per annum for each successful award
- Any arising intellectual property will be owned by the College

### **Process for Handling Complex Grants (Secondment)**

***Documentation is an extensive formal research contract between the University, College and the Fellow to cover the secondment of a College employee to a University project***

As these are more complicated arrangements which may involve multiple departments and collaborators it is easier for the University to host the project in the normal way so that the University retains the commitment to see the project through, honour sponsor terms and conditions and organise collaborators.

Therefore the arrangement with the College and their release of the PI is best formalised through a secondment agreement. This means that the College would alter its existing relationship with the PI such that the PI agrees to be seconded and has the relevant amount of time made available to undertake the project.

Issues to consider include:

- Arising intellectual property will be owned by the University with a research license to the College
- Sponsor's funding for the project would be retained by the University except for so much of the funding that relates directly to the PI (salary costs or PI time)
- Where only 80% (or other) of the full economic cost is received, the University will pass on the percentage of costs received
- Division of estate costs will depend on where the work is done
- VAT will be incurred under this process as the College is effectively supplying a service by releasing their employee to undertake work at the University. Agreement needs to be reached between the University and College as to who takes responsibility for VAT or whether it is split