

Contracts Checklist

How To Lodge a Non-Research Contract Request

1. **Select the Non-Research Contract Service One Option:** Select the Non-Research Contract Option using the following link: [Non-Research Contract](#). If an extension/variation of an existing contract is being requested use the following link: [Variation Agreement](#).

2. **Enter the Relevant Details:** Enter the relevant details which will allow the non-research contracts team member to prepare or review a contract. These include:
 - The details of the other party including their: full name, ABN, address and the key contact's details including their email and phone number.
 - Whether any other party to the contract is a foreign entity (which the contracts team will need to know to be able to consider if any notifications will be required under foreign arrangements legislation)
 - The expected value of the contract (including whether this includes GST).
 - The expected start date and proposed term of the contract.
 - A description of the services & deliverables to be provided/received by the University.
 - Any relevant service delivery dates or payment milestones.
 - The date that you require the agreement completed or reviewed by.

3. **Supporting Documentation/Approvals:** Please attach any supporting documentation including any internal approvals already obtained. For example:
 - Any quotes, contracts, SOWs or proposals provided by the other party which relate to this request.
 - Any necessary approvals under the [Procurement Policy](#):
 - [Exemption from Quotation Form](#) – This is required for expenditure over \$7,500 if alternative quotations were not obtained.
 - Acquisition Plan – This is required for any expenditure over \$100,000.
 - Strategic Procurement Committee (SPC) Approval – This is required for any expenditure over \$300,000.
 - [Non-Research Certification Form](#) – This is required if the contract involves Flinders receiving revenue greater than \$10,000 or if a levy exemption is being sought.

4. **Other Factors to Consider:** Certain contracts will require additional authorisations/approvals:
 - If a party is located overseas International may need to be consulted and notifications may be required under foreign arrangements legislation
 - If the contract involves cloud-hosted software an ICT Security review may need to occur.
 - If the contract involves third party course delivery/development (including micro-credentials) DVC(S) may need to be notified.

The Non-Research Contracts team will be in touch if any further details are needed.