



Rapid Translational Incubator Networking and Webinar Trial and Study Contracting

Thursday 13 June 2019, 10 – 10:30



Today's webinar

- Contracting
- Q&A

Speakers: **Séamus Byers**, FBMH Contracts Hub Lead and Contracts Manager – School Biological Sciences, Directorate of Research and Business Engagement, The University of Manchester

Max Pilotti, Research Contracts Manager, Manchester University NHS FT

Host: **Sacha Howell**, Senior Lecturer and Honorary Consultant in Medical Oncology, The Christie NHS FT. NIHR Manchester BRC Cancer Prevention and Early Detection theme.

UoM Contracts Team Roles and Responsibilities

Lisa Murphy – Head of Contracts

Naomi Bibby - Deputy Head of Contracts

Contracts Hub Faculty Split Structure:

1. FSE and Humanities

2. Faculty of Biology, Medicine and Health

School of Biological Sciences

Hub Lead & Contracts Manager: Séamus Byers

- Research agreements, clinical trials, personal data transfers, consultancies

Contracts Officer: Michael Murray

- CDAs, MTAs, Amendments, Data Transfer, Incoming and Outgoing Subcontracts, Sales

School of Medical Sciences (Cancer Sciences)

Contracts Manager: Michael Gwinnett

Contracts Officer: Michelle Craven

CRUK Manchester Institute: Contracts Manager: Jo Lewis

School of Health Sciences

Contracts Manager: Carly Green

Contracts Officer: Holly Fagan

What University Agreements do the UoM Contracts Team Negotiate?

- Research agreements (i) *Industry funding;* (ii) *Funding from another University;* (iii) *NIHR Funding*
- Collaboration Agreements
- Subcontracts / Outgoing Study Sites
- Clinical Trials in line with the MAHSC SOP
- Confidential /Non-Disclosure Agreements (CDA/NDA)
- Material Transfer Agreements (MTA)
- Data Transfers (*Personal / Pseudonymised Data Transfers and Statistical /Non-personal Data*)
- Consultancy Agreements
 - *Comply with UoM “Outside Work and Consultancy Policy”;*
 - *Always requires Head of School prior approval if either an internal or external consultancy;*
 - *Own personal insurance required if undertaking consultancy outside of the University employment.*
- Framework agreements
- Studentships
- Knowledge Transfer Partnership (KTPs) Agreements
- Agreements
- Studentships / CASE
- Sale and Supply of Service

Other types of University contracts and who deals with them

- **Medical Research Council (MRC) / Charity Grants**

Dealt with and set up at School / Faculty level - (your Research Support Manager)

- **Intellectual Property Arrangements and Exploitation:**

UoM - Dealt with by UMIP/UMI3 (<https://umip.com/>)

Greater Manchester NHS - TrustTech (www.trustech.org.uk)

- **Purchase / Procurement Contracts:**

Dealt with by the Procurement Office

(www.procurement.manchester.ac.uk)

- **EU / Horizon 2020 Contracts:**

Dealt with by EU Funding & Development Managers (liz.fay@manchester.ac.uk)

- **HR Contracts:**

Dealt with by HR/Legal Affairs (HRServices@manchester.ac.uk)

- **Personal consultancy agreements:**

Academics must follow the Outside Work Policy and seek independent legal advice

The 3 main reasons for putting a contract in place

The contract sets out each organisations obligations and areas of responsibility such as:

1. Who does what;
2. What are the risks and who is responsible;
3. What to do if it all goes wrong!

Contract = a mutual understanding of the terms and therefore more likely that each party's expectation will be met.

No contract = greater uncertainty, more risk of disputes and therefore greater risk to University.

WARNING:

- Verbal contracts are just as legally binding as a written contract
 - Only authorised signatory should sign contracts.

(We do not want our employees being held legally responsible –

Should be protected as an employees under employer's insurance if signed by an authorised signatory.)

Main contractual terms and conditions

- Project details and deliverables/milestones
- Financial arrangements (including tax/VAT)
- Publications
- Intellectual Property Rights – who owns results
- Confidentiality
- Termination
- Governing law – English Law

Process for Setting up a New Research Agreement

Commercially Funded Research Project

- Company or UoM Academic has an idea for a potential new research project.
- No confidential information should be exchanged until a Confidential Agreement is signed .
(ContractsTeam@manchester.ac.uk)
- Contact your appropriate Research Support Manager at earliest opportunity for approved costings (comply with UoM Costing and Pricing Policy).
- Business Engagement can support in commercial contract negotiations on project deliverables and final contract price.
(collaborate@manchester.ac.uk)
- At no point should a breakdown of costs be given to the Company – Any requests should for such a breakdown should be passed to Business Engagement Team.
- Research Support Manager / Business Engagement will contact Contracts Manager to draft an appropriate agreement or review incoming agreement's terms from a company.

Government (DoH - NIHR) / Charity / Research Council (MRC) Funded Projects

- Contact your appropriate Research Support Manager at earliest opportunity for approved costings (comply with UoM Costing and Pricing Policy).
- If other co-applicants are involved, no confidential information should be exchanged until a Confidential Agreement is signed by all co-applicants.
(ContractsTeam@manchester.ac.uk)
- Contact your appropriate Research Support Manager at earliest opportunity for approved costings (comply with UoM Costing and Pricing Policy).
- Agreed project application and costing submitted to potential under
- If successful, project is awarded R Code at School level.
- Research Support Manager will contact Contracts Manager or Contracts Officer to draft an appropriate collaboration agreement or put in place appropriate subcontracts or study site agreements.

Contacts

- **The University of Manchester**

- Research Support Managers**

- Biological Sciences sbsresearchsupport@manchester.ac.uk

- Medical Sciences smsresearchsupport@manchester.ac.uk

- Health Sciences shsresearchsupport@manchester.ac.uk

- Contracts Team** contractsteam@manchester.ac.uk

- **Manchester University NHS Foundation Trust**

- Research Contracts Manager Max.Pilotti@mft.nhs.uk

- R&D Approvals and governance R&D.Applications@mft.nhs.uk

- Hospital Research and Innovation Managers**

- St Mary's Kate.Barugh@mft.nhs.uk

- Children's Alison.Robinson@mft.nhs.uk

- Wythenshawe Juliette.Novasio@mft.nhs.uk

- Manchester Royal Infirmary Lindsay.Murray@mft.nhs.uk and [TBC](#) post being recruited

- Eye & Dental Monika.Cien@mft.nhs.uk

- Manchester CRF Caroline.Leech@mft.nhs.uk

- **Salford Royal NHS Foundation Trust**

- Commercial studies helen.moffitt@srft.nhs.uk

- Non-commercial maureen.daniels@srft.nhs.uk fiona.bray@srft.nhs.uk

- **The Christie NHS Foundation Trust**

- Christie.RandD@christie.nhs.uk

- Christiesponsoredresearch@christie.nhs.uk for a research study which the Christie is being asked to sponsor

- **TrusTECH**

- General enquiries innovations@trustech.org.uk

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Thursday 20 June, 12 – 12:30 - Ethics

Thursday 11 July, 12 – 12:30 – Sponsorship

