Delegation of Signatory Authority for Research Related Agreements

This Delegation of Signatory Authority ("DSA") details the authority for post-holders to sign research and research related agreements on behalf of the University of Liverpool. The Vice-Chancellor hereby delegates the authority for agreements to be signed in accordance with this Delegation of Signatory Authority.

How to use this DSA:

The below table at Schedule 1 details the categories of agreements and the post holders for which delegation to sign legally binding agreements has been authorised.

Typically, the majority of all research and research related agreements will be signed by members the University's Research Contracts Team. However, there may be circumstances where other employees of the University may also sign legally binding agreements on its behalf. Including, but not limited to:

- Those working in specific, specialist areas to which the nature of the agreement relates.
- Senior employees to whom an agreement has been escalated for signature because of their seniority and oversight/responsibility for the area to which the agreement relates.

The post-holders detailed within this DSA include those listed but also incorporate posts which have been subject to a change of title but represent substantially similar duties. Where a role has been subject to a change of title notification of such title change should be made to the Head of Research Contracts prior to signing an agreement in accordance with this DSA.

Schedule 2 provides further information on the types of agreements for which authority is granted. Should there be any uncertainty as to whether an employee of the University has authority to sign an agreement or whether an agreement falls within scope of their delegated authority, please contact the Head of Research Contracts.

Updates to this Delegation of Authority:

The Research Contracts Team ("RCT") are responsible for maintaining and updating this DSA. The DSA will be renewed on an annual basis and will be held within the UoL Policy Centre: Delegation of Signatory Authority for Research Related Agreements

Principles underpinning this Delegation of Authority

Before signing a document, the signatory must be aware of the following:

1. By signing a legally binding agreement on behalf of the University the signatory is binding the University to the terms and conditions to which that agreement is subject including the risks and liabilities associated with the same.

2. The authority granted is done so in accordance with the individual's area of activity and is commensurate with that individual's seniority and experience. Only staff Grade 7 and above are permitted to sign legally binding agreements.

3. Subject always to the remainder of this DSA and the rights identified in Schedule 1, Academic members of staff do not have the authority to sign legally binding agreements on behalf of the University where:

a. that agreement relates to a project in which they have a role. For example, a project to which they are a principal investigator; and/or

b. their signature could amount to a conflict of interest under the University's Policy on Disclosure of Interest: Policy,on,Disclosure,of,Interest.pdf (liverpool.ac.uk).

4. Agreements may only be signed by authorised individuals with the knowledge and consent of the relevant principal investigator (PI) where applicable.

5. Only those individuals who are authorised in accordance with the DSA at Schedule 1 are permitted to sign a legally binding agreement on behalf of the University.

UNIVERSITY OF LIVERPOOL

Schedule 1 - Delegated Authority

Description of Legal Document*	Vice chancellor	Members of the Senior Leadership Team (ex VC)	Director level Staff (or equivalent thereof)	Pro-Vice-Chancellors/Executive-Pro-Vice Chancellors	Assistant Director level staff and Deans (or equivalent thereof)	Heads of Operations and Heads of Department	Assistant Director of Legal & Insurance Services	Head of Research Contracts	Senior Research Contracts Officer	Research Contracts Officer	Mangers/heads of Teams at grade 7 or above**	Research Finance and Governance Managers	Senior Clinical Research Govemance Manager
Acceptance of Awards	☑	☑	☑	☑	☑	☑	☑	☑	☐	☐	☐	☑	☐
Industry funded research agreements	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☐	☐	☐
Agreements for the distribution of research funding	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☐	☐	☐
Bailment agreements	☑	☑	☑	☑	☑	☑	☑	☑	☑	☐	☑	☐	☐
Consultancy and services rendered agreements	☑	☑	☑	☑	☑	☑	☑	☑	☑	☐	☑	☐	☐
Knowledge Transfer Partnerships or variations thereof	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☐	☐
Procurement Agreements - For research related contracts only	☑	☑	☑	☑	☑	☑	☐	☐	☐	☐	☑	☐	☐
Clinically Sponsored Research related Agreements	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☐	☑
Site Agreements/Participant Identification Centre Agreements	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☐	☑
Modified Site Agreements	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☐	☑
Data Sharing/Transfer Agreements	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☐	☐	☐
UoL Confidentiality Agreement	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
Confidentiality Agreement	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☐	☐
Material Transfer Agreements	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☐	☑
Continuing Professional Development Agreements	☑	☑	☑	☑	☑	☐	☑	☑	☐	☐	☐	☐	☐
Misc – any other research related agreement	☑	☑	☑	☑	☑	☑	☑	☑	☑	☐	☐	☐	☐

Schedule 2 - Contractual Document Guidance

Type of Agreement	Definition
Acceptance of Awards	shall include the acceptance of awards received from: • UK Research Councils • Charities • All branches of the British Government • All branches of the European Commission • Regional structural fund (for example, European Regional Development Fund - ERDF) • Innovate UK
Industry Funded Research Agreements	shall mean all funded research agreements received from Industry partners including both awards and funding towards a research project. This shall include collaborative agreements whereby the industry partner is providing funding to the University.
Agreements for the distribution of Research Funding or collaborative work on a funded project.	Shall mean all agreements which distribute research funding to both single or multiple parties including, but not limited to, collaboration/consortium agreements, sub-contracts and studentship agreements. This will also include any collaboration agreements or project partner letters of support for a project.
Bailment Agreements	Shall mean agreements relating to the temporary transfer of an asset from one party to another.
Consultancy and Service Agreements	Shall mean all agreements related to the University providing a service/consultancy.
Knowledge Transfer Partnership Agreements	Shall mean applications to and awards received from Innovate UK for Knowledge Transfer Partnership's (KTP's).
Procurement Agreements - For research related contracts only	Shall mean all procurement agreements relating solely to research matters, including but not limited to the purchase of goods, services and consultancy agreements. For Research Related Contracts only
Clinically Sponsored Research Related Agreements	Shall mean agreements relating to clinical trials including but not limited to; Technical Agreements and Quality Agreements, Sponsorship Agreements, International Site Agreements but will not include UK Site Agreements.
Modified Site Agreements	Shall mean any modified version of a Site Agreement as defined herein.
Site Agreements/Participant Identification Centre Agreements	Shall mean any unmodified Organisation Information Document (OID), Participant Identification Centre (PICs), Research Site Agreements (mNCA) or variations thereto which do not affect the substantive terms of such agreements i.e. changes to dates, funding etc.
UoL Confidentiality Agreement	Shall mean only the unmodified Confidentiality Disclosure Agreement as drafted by the RCT and any variations thereto which extend the date of the UoL Confidentiality Agreement.
Confidentiality Disclosure Agreement/Non-Disclosure Agreement	Shall mean all confidentiality agreements including the UoL CDA
UoL Material Transfer	Shall mean any unmodified UoL drafted Material Transfer Agreement

Agreement	including Material Transfer Agreements related to human material as found on the Human Material Intranet page UoLTemplateMTA.docx (live.com) and Non-Human Material. This also includes any variations thereto which do not affect the substantive terms of such agreements i.e. changes to dates, funding, samples/number of samples etc.
Material Transfer Agreement	Shall mean all Material Transfer Agreements including UoL MTA
Data Sharing/Transfer Agreements	Shall mean all agreements relating to the transfer or receipt of data to and from UoL. This shall include agreements that facilitate the movement of Personal Data governed under UK GDPR.
CPD Agreements	Continuing Professional Development Agreements
Miscellaneous	any other research related agreement

*As defined in the DSA Guidance

** in accordance with the individual's area of activity and is commensurate with that individual's seniority and experience as per the DSA Guidance