



# Supporting Documentation Required

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New Research Accounts can only be set up once all relevant documentation is in place and fully signed.

The following documents are required in order to set up a research account:

### Required documentation

Document	Details
<b>Research Proposal (or similar statement of research activity)</b>	Original Proposal as submitted to the funding agency/sponsor
<b>Letter of Offer or Acceptance Certificate or Standard Contract</b>	As received from the funding agency/sponsor when notifying university of a successful award. Note: For EU H2020 Awards, the Grant Agreement signed by the Coordinator and the Commission and all project partners is required.
<b>Awarded Budget</b>	The final budget as agreed with the funding agency/sponsor. This is normally outlined in the Letter of Offer/Acceptance Certificate/Standard Contract and has been approved by the College Finance Manager/Research Finance Office. In some cases the funding agency/sponsor requires that the researcher submits a budgetary spreadsheet outlining how the funding will be allocated where this has not previously been specified.
<b>Terms and Conditions of Award</b>	As received from the funding agency/sponsor (if not available on website). This may form part of the contract as outlined above.

In some instances, prior to the set up of a research account, the **relevant Head of School, Research Finance Office, UCD Legal Office, UCD-NOVA and/or UCD Research Innovation & Impact** may be involved in discussions regarding any associated legal contracts or agreements.

In particular, where the project involves industry sponsors or external collaboration, additional documentation may be required, including:

**Additional Documentation**

Document	Details
<b>Research Agreement</b>	Typically required where the funding agency/sponsor does not have a standard Letter of Offer or Contract.
<b>Consortium Agreement</b>	Required where there are multiple partners and collaborators involved. Typically the funding agency/ sponsor will enter into an agreement with only the coordinator/lead partner. Other partners and collaborators then enter into a Consortium Agreement with the coordinator/lead partner.
<b>IP Agreement</b>	Required where there are any potential issues regarding Intellectual Property generated as part of the research project.
<b>Sub Contract</b>	Required where external bodies or individuals assist in completing a specific part of the work of the research project. In such cases the university sub contracts part of the work of the project to this external body or individual. Alternatively, UCD may be asked by an external body to act as a sub contractor on an external award.