UMT XX/MEETING NUMBER/AGENDA NUMBER

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**UMT Submission Form**

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| --- | --- | --- |
| Meeting Date |  | [Enter the date of the UMT meeting for this submission][[1]](#footnote-1) |
|  |  |  |
| Document Title: |  | [A short descriptive title] |
|  |  |  |
| Sponsor |  | [Must be a member of UMT and will normally be the presenter of the paper] |
|  |  |  |
| Author |  | [State the individual and unit preparing the submission. The author is responsible for ensuring that the sponsor approves the paper before being submitted to UMT.] |
|  |  |  |
| Purpose |  | For Communication [to UMT members]OR For DecisionOR For Discussion and Decision |
|  |  |  |
| Synopsis |  | [Summarise the key recommendations or information points of the paper] |
|  |  |  |
| Background |  | [Briefly indicate who has been consulted in the development of the paper and the outcome of any previous consideration of this item by UMT or other management groups] |
|  |  |  |
| Resource Implications |  | [If additional resources are required or a change in use of current resources is proposed, the paper should present a sound business case] |
|  |  |  |
| Invitees to meeting |  | [Indicate who (if anyone) should be invited to present the paper – generally 2 people at the most] |
|  |  |  |
| Decision Required |  | [State the desired decision, i.e. what is being asked of UMT and provide the text to be used for the ensuing minute] |
|  |  |  |
|  |  |  |
| **Next Steps** |  |  |
| Communication |  | [State the level of confidentiality of the paper: (1) confidential to UMT only; (2) not for circulation beyond UMT; (3) for circulation by the sponsor/author;(4) for publication in the UMT Summary Note (see below) |
|  |  |  |
| Text to be used in UMT Summary Note |  | [Provide a brief summary of the paper to be used in the President’s Summary Note following the meeting] |
|  |  |  |
| Implementation |  | [Identify the individual/unit responsible for communicating and implementing the decision by UMT] |

1. The proposed paper must be attached to this UMT Submission Form and submitted to UMT@ucd.ie seven working days before each meeting. Late or incomplete submissions will not be accepted. [↑](#footnote-ref-1)