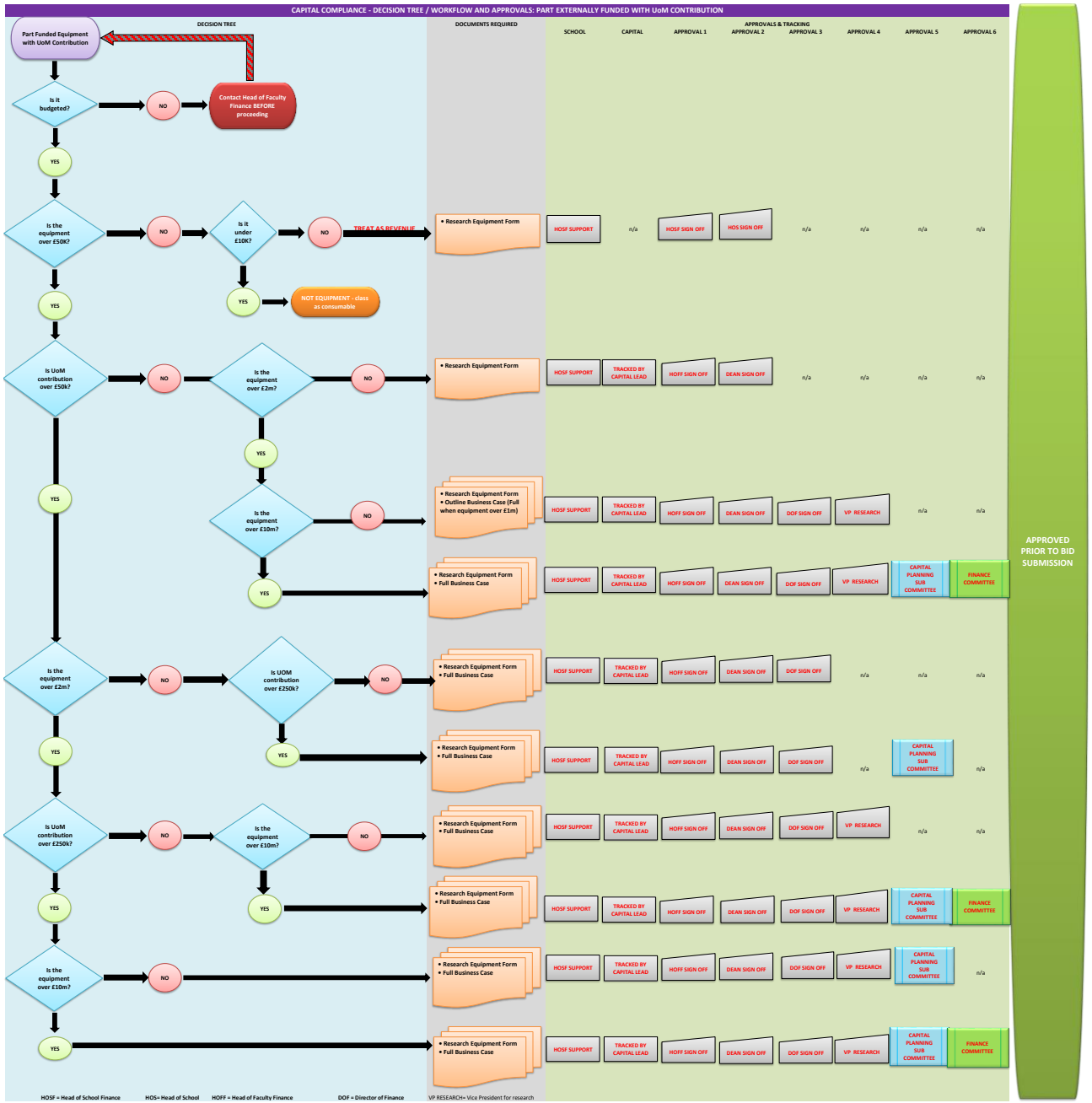
CAPITAL COMPLIANCE - DECISION TREE / WORKFLOW AND APPROVALS: PART EXTERNALLY FUNDED WITH UoM CONTRIBUTION
DECISION TREE
DOCUMENTS REQUIRED
APPROVALS & TRACKING
SCHOOL
CAPITAL
APPROVAL 1
APPROVAL 2
APPROVAL 3
APPROVAL 4
APPROVAL 5
APPROVAL 6
Part Funded Equipment with UoM Contribution
Is it budgeted?
NO
Contact Head of Faculty Finance BEFORE proceeding
YES
Is the equipment over £50K?
NO
Is it under £10K?
NO
TREAT AS REVENUE
YES
NOT EQUIPMENT - class as consumable
• Research Equipment Form
HOSF SUPPORT
n/a
HOSF SIGN OFF
HOS SIGN OFF
n/a
n/a
n/a
n/a
YES
Is UoM contribution over £50k?
NO
Is the equipment over £2m?
NO
• Research Equipment Form
HOSF SUPPORT
TRACKED BY CAPITAL LEAD
HOFF SIGN OFF
DEAN SIGN OFF
n/a
n/a
n/a
n/a
YES
YES
Is the equipment over £10m?
NO
• Research Equipment Form
• Outline Business Case (Full when equipment over £1m)
HOSF SUPPORT
TRACKED BY CAPITAL LEAD
HOFF SIGN OFF
DEAN SIGN OFF
DOF SIGN OFF
VP RESEARCH
n/a
n/a
YES
• Research Equipment Form
• Full Business Case
HOSF SUPPORT
TRACKED BY CAPITAL LEAD
HOFF SIGN OFF
DEAN SIGN OFF
DOF SIGN OFF
VP RESEARCH
CAPITAL PLANNING SUB COMMITTEE
FINANCE COMMITTEE
Is the equipment over £2m?
NO
Is UOM contribution over £250k?
NO
• Research Equipment Form
• Full Business Case
HOSF SUPPORT
TRACKED BY CAPITAL LEAD
HOFF SIGN OFF
DEAN SIGN OFF
DOF SIGN OFF
n/a
n/a
n/a
YES
YES
• Research Equipment Form
• Full Business Case
HOSF SUPPORT
TRACKED BY CAPITAL LEAD
HOFF SIGN OFF
DEAN SIGN OFF
DOF SIGN OFF
n/a
CAPITAL PLANNING SUB COMMITTEE
n/a
Is UoM contribution over £250k?
NO
Is the equipment over £10m?
NO
• Research Equipment Form
• Full Business Case
HOSF SUPPORT
TRACKED BY CAPITAL LEAD
HOFF SIGN OFF
DEAN SIGN OFF
DOF SIGN OFF
VP RESEARCH
n/a
n/a
YES
YES
• Research Equipment Form
• Full Business Case
HOSF SUPPORT
TRACKED BY CAPITAL LEAD
HOFF SIGN OFF
DEAN SIGN OFF
DOF SIGN OFF
VP RESEARCH
CAPITAL PLANNING SUB COMMITTEE
FINANCE COMMITTEE
Is the equipment over £10m?
NO
• Research Equipment Form
• Full Business Case
HOSF SUPPORT
TRACKED BY CAPITAL LEAD
HOFF SIGN OFF
DEAN SIGN OFF
DOF SIGN OFF
VP RESEARCH
CAPITAL PLANNING SUB COMMITTEE
n/a
YES
• Research Equipment Form
• Full Business Case
HOSF SUPPORT
TRACKED BY CAPITAL LEAD
HOFF SIGN OFF
DEAN SIGN OFF
DOF SIGN OFF
VP RESEARCH
CAPITAL PLANNING SUB COMMITTEE
FINANCE COMMITTEE
APPROVED PRIOR TO BID SUBMISSION
HOSF = Head of School Finance
HOS= Head of School
HOFF = Head of Faculty Finance
DOF = Director of Finance
VP RESEARCH= Vice President for research