**C4T Subcontracting & Collaboration Information**

For those applications that are successful, any outgoing agreements from UoM that may be needed by you will need to be put in place as soon as possible from the date that the successful applicants are notified of their success. All agreements must be fully signed within 30 days of the award being made.

Below are four sections to capture all third-party involvement, funding flows, materials/data transfers, required agreements, approvals, and participant recruitment. Applicants should complete each table to enable the UoM Contracts Team to determine which agreements are needed.

With this information, the Contracts Team can quickly identify:

* Which parties need funded subcontracts or in-kind agreements
* The exact nature of material and data transfers
* All required regulatory and ethical approvals
* The specific contract types to draft or activate (NDA, MTA, DPA, etc.)

Feel free to attach any additional notes or bespoke requirements below each table.

Should you have any queries, please contact Séamus Byers, Senior Contracts Manager, [seamus.byers@manchester.ac.uk](mailto:seamus.byers@manchester.ac.uk)

**Section 1: Collaborators & Funding**

Please list every external or cross-faculty partner involved in your project.

| **Collaborator / Subcontractor Name** | **Organisation Type (Faculty/NHS/Industry/Other)** | **Funding Flow (Incoming/Outgoing)** | **Amount (£)** | **In-Kind Contribution Description** | **Relationship Structure (Bilateral/Tripartite/Multi-party)** |
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**Section 2: Materials & Data Transfers**

Use the tables below to flag any transfer of materials or data under this project.

**2.1 Material Transfers**

| **Transfer? (Y/N)** | **From (Organisation & Site)** | | **To (Organisation & Site)** | | **Material Description** | | **HTA Relevant? (Y/N)** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
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**2.2 Personal or Pseudonymised Data Transfers**

| **Transfer? (Y/N)** | **From (Organisation & System)** | **To (Organisation & System)** | **Data Type (Personal/Pseudonymised)** | **Special Conditions (GDPR, etc.)** |
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**Section 3: Required Agreements**

Tick all contract types you anticipate for each collaborator.

Use “Other” to specify any additional bespoke agreements.

| **Collaborator Name** | **Confidentiality (NDA)** | **Collaboration Agreement** | **Material Transfer Agreement (MTA)** | **Data Processing Agreement (DPA)** | **NHS Study Site Agreement (DTA)** | **NHS Participant Identification Centre Agreement** | **Other (specify)** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |  |
|  | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |  |
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**Section 4: Approvals & Participant Recruitment**

**4.1 Regulatory & Ethics Approvals**

| **Approval Type** (e.g. Animal, NHS Ethics, HTA Licence, Data Access) | **Required? (Y/N)** | **Estimated Date of Approval** | **Contact (Name & Team)** |
| --- | --- | --- | --- |
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**4.2 Participant Recruitment**

Complete if you will recruit human participants under NHS hospitals, GP practices, pharmacies, dentists, or other sites.

| **Site Name/Type** | **Number of Participants** | **Intervention(s) Description** | **Data Collected & Processing Activities** | **Approval(s) Required** |
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