

## Checklist for 'Research Contracts and Proposals'

Research contract proposals require the approval of the AVP Technology Transfer, UTRS.

1. Has the 'Research Contract **Proposal**' prepared by the faculty member and approved by the Department Head and/or Dean been approved by the **AVP Technology Transfer** at UTRS?  
YES – Go to 4.  
NO – Go to 2.
2. Where the 'Research Contract Proposal' has been revised, has it been approved by the **AVP Technology Transfer** at UTRS?  
YES – Go to 4.  
NO – Go to 3.
3. A decision to further revise the proposal or whether to proceed is required.
4. Has the draft 'Research **Contract**' prepared by the faculty member and approved by the Department Head and/or Dean been approved by the **AVP Technology Transfer** at UTRS?  
YES – Go to 7.  
NO – Go to 5.
5. Has approval been obtained from UTRS for the 'revised' draft 'Research Contract'?  
YES – Go to 7.  
NO – Go to 6.
6. The draft 'Research Contract' should be further revised and resubmitted for approval.
7. The approved 'Research Contract' is to be approved by the President, Vice-President Research and Associate Provost, AVP Technology Transfer or designate of the VP Research.