

Form FHS001: Clearance of Non-GOB Contracts

Instructions

- Forms to be downloaded from the Administrative Forms web page at <http://forms.uct.ac.za/forms.htm>
- Before review by Legal Office, the contract must be discussed with the HOD, Deanery and Faculty Finance, who will help develop an appropriate budget.
- Please refer to attached process flow for submission of documents.

A. Project Profile (project leader to complete)

Title of project:	
Project Leader: <i>(Name, Signature and Date)</i>	
Department:	
Division:	
Telephone Number:	
Funder:	
Proposal approved by Head of Department:	<input type="checkbox"/> Y <input type="checkbox"/> N Name: Signature and Date:
Proposal discussed with relevant Deputy Dean:	<input type="checkbox"/> Y <input type="checkbox"/> N Name of Deputy Dean:

B. Budget

(i) Non-GOB contracts (all non-GOB activities involving a contract between UCT and a funder): Financial and legal aspects of the contractual agreement must meet UCT/HSF requirements and guidelines. Please use the Research Contract Costing Template for calculation of the cost recovery (if applying full cost recovery), alternatively apply the baseline 15% cost recovery. Please provide a motivation for exemption or reduction in cost recovery. The budget must comply with the Funder's financial terms and conditions.	
(ii) Prepared/checked by:	
Senior Finance Officer (SFO) <i>(Name, Signature and Date)</i>	
• Cost Recovery Percentage OR	
• Reason for Waiver Request:	
Faculty Management Accountant (MA) <i>(Name, Signature and Date)</i>	

C. Faculty Approval

(iii) Approved by:	
Dean (or nominee) <i>(Name, Signature and Date)</i>	
Approval of Waiver Request (if applicable):	<input type="checkbox"/> Y <input type="checkbox"/> N Approved by:

D. Legal Office Approval

(iv) Logged and submitted to Legal Office by:	
Assistant Management Accountant (AMA) <i>(Name, Signature and Date)</i>	
(v) Approved by:	
Director: Legal Services (or nominee) <i>(Name, Signature and Date)</i>	
Confirm VAT Status:	<input type="checkbox"/> Exempt <input type="checkbox"/> Vatable <input type="checkbox"/> Zero-rated (local) <input type="checkbox"/> Zero-rated (foreign)

C. Documentation Checklist (tick ✓)

		c/o
1. Draft Contract	<input type="checkbox"/>	Project Leader
2. Budget with cost recovery	<input type="checkbox"/>	SFO
3. Approval/rejection of Cost Recovery	<input type="checkbox"/>	Dean/MA
4. Signed FHS001 form, with Faculty approval	<input type="checkbox"/>	AMA
5. Documents forwarded to Contracts Office	<input type="checkbox"/>	AMA
6. Date forwarded to Contracts Office		AMA
7. Legal Office approval	<input type="checkbox"/>	Legal Office
8. Registrar Office signed	<input type="checkbox"/>	Registrar Office
9. List the fund number		AMA/SFO

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Process Flow

Lead Time

