

# **FACULTY OF HEALTH SCIENCES**

# Form FHS001: Clearance of Non-GOB Contracts

#### Instructions

Title of project:

- Forms to be downloaded from the Administrative Forms web page at <a href="https://forms.uct.ac.za/forms.htm">https://forms.uct.ac.za/forms.htm</a>
- The attached Contracts Checklist needs to be completed in addition to the FHS001 form.
- Before review by Legal Office, the contract must be discussed with the HOD, Deanery, Faculty HR (if applicable) 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)

Department:			
Division:			
Funder:			
Proposal approved by Head of Department: (Name, Signature and Date)	□Y □N		
Proposal discussed with relevant Deputy Dean:	☐Y ☐N  Name of Deputy □	Dean:	
Consulted with Faculty HR to determine the employee relations and/or human resources impact	□Y □N  Name of HR Business Partner:		
If there is an HR impact, please indicate the nature of the impact?			
B. Budget			
Non-GOB contracts (all non-GOB activ	vities involving a c	ontract between UCT and a funder):	
use the Research Contract Costing Temp	plate for calculation	st meet UCT/HSF requirements and guidelines. Please of the cost recovery (if applying full cost recovery), rovide a motivation for exemption or reduction in cost	
The budget must comply with the Fun	der's financial terr	ns and conditions.	
Budget prepared/checked by:			
Senior Finance Officer (SFO) (Name, Signature and Date)			
Cost Recovery Percentage OR			
Reason for Waiver Request:			
Approval of Waiver Request if applicable	:	□Y □N Approved by:	



# **FACULTY OF HEALTH SCIENCES**

# C. Properties and Services Approval (only applicable to Property Lease Agreements)

Approved by:			
Executive Director: Properties and Services (or nominee) (Name, Signature and Date)			
D. Legal Office			
Director: Legal Services (or nominee) (Name, Signature and Date)			
VAT Status Confirmation:	<ul><li>□ Exempt</li><li>□ Vatable Input VAT</li><li>□ Zero-rated</li><li>□ Zero-rated</li></ul>		] 50% 🔲 100%
E. Documentation Checklist (tick ✓)			c/o
E. Documentation Checklist (tick ✓)  1. Draft Contract			<b>c/o</b> Project Leader
,			1
1. Draft Contract		]	Project Leader
Draft Contract     Budget with cost recovery			Project Leader SFO
Draft Contract     Budget with cost recovery     Approval/rejection of Cost Recovery			Project Leader SFO Dean/DFO/MA
Draft Contract     Budget with cost recovery     Approval/rejection of Cost Recovery     Completed, duly signed FHS001 form			Project Leader  SFO  Dean/DFO/MA  SFO  SFO  AMA
Draft Contract     Budget with cost recovery     Approval/rejection of Cost Recovery     Completed, duly signed FHS001 form     Completed, duly signed Contracts Checklist			Project Leader  SFO  Dean/DFO/MA  SFO  SFO
Draft Contract     Budget with cost recovery     Approval/rejection of Cost Recovery     Completed, duly signed FHS001 form     Completed, duly signed Contracts Checklist     Documents forwarded to Contracts Office			Project Leader  SFO  Dean/DFO/MA  SFO  SFO  AMA  AMA
1. Draft Contract  2. Budget with cost recovery  3. Approval/rejection of Cost Recovery  4. Completed, duly signed FHS001 form  5. Completed, duly signed Contracts Checklist  6. Documents forwarded to Contracts Office  7. Date forwarded to Contracts Office			Project Leader  SFO  Dean/DFO/MA  SFO  SFO  AMA  AMA (signature)

# **CONTRACTS CHECKLIST**

Checklist to be completed before grants/contracts/MOUs/MOAs are forwarded to the Registrar or duly authorised signatory for signature on behalf of the University of Cape Town.

By signing this form, each signatory further declares that to the best of his/her knowledge, no actual or potential conflict of interest exists.

# CONTRACT(S) /AGREEMENT(S):

1.	Name of member submitting the grant/contract/MOU/MOA for signature:
	Insert document/project title:
	Signature of Member: Date:
	Full name:
	Extension/Telephone No: Email:
	Where the person submitting as set out in (1) above is not the Fund Manager (Fund Holder) then item 3 must also be completed.
2.	If this involves an outgoing consultancy arrangement, have the necessary procurement approvals been obtained from the Procurement office? (Compliance with UCT Procurement Policies)
	YES NO
	Signature of Project Leader: Date:
3.	Has the relevant Fund Manager (Fund Holder) endorsed the grant/contract/MOU/MOA:
	YES NO
	Signature of Fund Manager/Holder:Date:
	Full name:
4.	Has the relevant Executive Director/Dean (or nominee) endorsed the grant/contract/MOU/MOA?
	YES NO
	Signature of Dean: Date:
	F. II

	associated with the document set out in 1above?
	YES NO
	Signature of Finance Manager: Date:
	Full name:
6.	Has the Director: Legal Services or nominee approved the grant/contract/MOU/MOA for signature?
	YES NO
	Signature of Director: Legal Services or nominee
	Date:

# Clearance of Non-GOB Contracts

## **Process Flow**

Lead Time

#### **Project Leader**

Application for funding for a non-research grant.



#### **Project Leader**

Discuss intended application with **HOD** and relevant **Deanery EXCO member i.e.** (**Deputy Deans: UG, PG, Health Services, Research or Director: Faculty Operations)** to obtain preliminary approval to proceed with application.



# **Project Leader**

Liaise with Senior Finance Officer (SFO) for assistance with budget and cost recovery.

48

Hrs



#### **Project Leader**

Submit draft contract, FHS001 form and budget to SFO.



#### **Senior Finance Officer**

Scan and save a copy of submission to the Contracts Database on the Management Accounting G-drive.

Review and sign submission and then submit to Management Accountant for review.

48 Hours



#### **Management Accountant**

Review and sign submission and then submit to Director of Faculty Operations (DFO).



# **Director of Faculty Operations**

Review and sign submission and then send to Assistant Management Accountant.



#### **Assistant Management Accountant**

Scan signed version of FHS001 to the Contracts Database. Submit completed pack to **Legal Office** and facilitate queries.



# **Legal Office**

Peruse contract and refer queries to relevant Management Accountant. Legal Office to advise on VAT Status for project.

Submit to Registrar's Office for sign off.

Send <u>copy</u> of signed contract to Assistant Management Accountant. (Original contract is filed by Registrar's Office)

48 Hours