# **Research and Enterprise Due Diligence Panel: Terms of Reference**

1 The remit of the Research and Enterprise Due Diligence Panel is:

1.1 To assess due diligence information in relation to collaborative research and enterprise projects with third party partners identified as medium or high risk (based on the risk assessment matrix [link]) through the University’s ACP governance checks or through other routes and in accordance with funder requirements e.g. UKRI GCRF proposals.

1.2 To evaluate the likely legal, financial, reputational, regulatory, safety and other risks identified on, but not limited to, the University’s due diligence questionnaire and checklists (which includes checks on country assessment, sanction lists, corruption index and FCDO advice for example).

1.3 To give **REDD Panel** **approval**, **approval with conditions or** **non-approval** of research and enterprise project partners identified as medium risk on financial and operational assessment, based on the risk assessment matrix.

1.4 To make **REDD Panel** **recommendations** **for approval, approval with conditions** **or non-approval** to the Pro Vice Chancellor for Research and Enterprise for final decisions on:

1. research and enterprise funders or project partners on reputational assessment,
2. research and enterprise funders or partners identified as high risk (financial or operational) on the risk assessment matrix.

The PVC will escalate **recommendations for approval with conditions** to the Vice-Chancellor for final decision, and may consider escalation of any large-scale awards or potential for significant reputational impact. In exceptional circumstances, cases may require consideration by Council.

1.5 To reconsider due diligence information in light of changes to project plans, or changes to partner organisations brought forward to the REDDP that could materially affect the risk.

1.6 To maintain a list of organisations assessed through the due diligence process. Assessment of the organisations and subsequent decisions will stand for a period of 2 years without the need for re-assessment unless there are substantial changes to take into account.

1.7 To review research and enterprise due diligence processes periodically to ensure they are fit for purpose and address external compliance requirements.

### **2. Approvals and Reporting Relationship**

**2.1 Financial and operational risk assessment,** the REDDP will either**:**

1. **Approve** (deemed to be acceptable medium risk with no outstanding concerns and no identifiable mitigations required)
2. **Approve with conditions** (where identified risks can be mitigated e.g. in collaboration agreements such as revised payment terms, IP clauses or where further information is requested)
3. **Not Approve**

**2.2 For all reputational and for high-risk financial and operational risk assessments** the REDDP will review cases and make **recommendations** to the PVC Research and Enterprise for:

1. A**pproval** (deemed to be acceptable high risk and no identifiable mitigations required)
2. **Approval with conditions** (where identified risks can be mitigated e.g. in collaboration agreements such as revised payment terms, IP clauses).
3. **Non-Approval**

The PVC will escalate all cases for **approval with conditions** to the Vice-Chancellor with recommendation for final decision. The PVC may choose to escalate other large-scale or high-risk cases to the Vice-Chancellor. In consultation with the Vice-Chancellor and the University Executive Board, some exceptional cases may be referred Council for consideration.

2.3 Once a funder has been approved by this process, future cases for the same funder will be approved by the REDDP, unless upon review the risk changes substantially. Where the risk has changed the REDD Panel will escalate with a new recommendation to the PVC Research and Enterprise.

2.4 The REDD Panel will provide periodic reports to the University Research Ethics and Integrity Committee and report annually to the PVC Research and Enterprise.

### **3. Frequency of Meetings and Membership**

3.1 The Research and Enterprise Due Diligence Panel will meet as required.

3.2 Membership will comprise of:

Director of Research and Enterprise Services (Chair)

Associate Director of Research Services (Deputy Chair)

Director of Strategic Planning and Governance (or nominee)

Deputy Director of Finance (Operations and Compliance) (or nominee agreed by the Director of Finance)

Head of Global Engagement

Academic representative from each faculty (nominated by faculty Dean)

Assistant Director of Communications (or nominee)

In attendance as required for specific cases:

Project Principal Investigator

Relevant Research Development /Business Development Manager

Further key people may be co-opted to the membership as required.

### 2023 Membership

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| **Membership – role** | **Individual** |
| Director of Research and Enterprise Services (Chair) | Dion Williams |
| Associate Director of Research Services (Deputy Chair) | Yvonne Fox |
| Director of Strategic Planning and Governance (or nominee) | Simon Jennings |
| Deputy Director of Finance (Operations and Compliance) (or nominee agreed by the Director of Finance) | Mel Green |
| Head of Global Engagement | Ben Matthews |
| Academic representative from each faculty  (nominated by faculty Dean) | FASS – Professor Stephen Wilkinson  FHM – Professor Roger Pickup  FST – Professor Manus Hayne  LUMS – Professor Adam Letchford |
| Assistant Director of Communications (or nominee) | Vicky Tyrrell |
| In attendance as required for specific cases:   1. Project Principal Investigator 2. Relevant Research /Business Development Manager | As needed |
| Further key people may be co-opted to the membership | As needed |