UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA · UNIVERSITEIT VAN KAAPSTAD

FACULTY OF HEALTH SCIENCES

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
- 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)

Title of project:					
Department:					
Division:					
Funder:					
Proposal approved by Head of Department: *(Name, Signature and Date)*	☐ Y ☐ N				
	Name		Signature		Date
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?					
Type of funding/grant:	☐ Fellowship/Scholarship/Bursary ☐ Donation ☐ Lease/Rental Agreement ☐ Consulting ☐ Teaching/Training ☐ Other If *Other* (provide details):				

B. Budget

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/FHS 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 exception or reduction in cost recovery.

The budget must comply with the Funder's financial terms and conditions.

Budget prepared/checked by:

Senior Finance Officer (SFO) *(Name, Signature and Date)*	Name		Signature		Date
SFO logged contract on the Contracts Database:		☐Y ☐N			
SFO saved draft contract & FHS001 to G-drive:		☐Y ☐N			
Fund Number for Contract:					
• Cost Recovery Percentage					
• Cost Recovery Amount					

• Reason for Waiver Request:	
Approval of Waiver Request (if applicable): • No waiver required for scholarships/fellowships/bursaries • Waivers up to R100,000 to be approved by the Management Accountant. • All waivers above R100,000 requires dean's approval.	☐Y ☐N
	Approved by:
	Name	
	Signature		Date	

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

Approved by:		
Executive Director: Properties and Services (or nominee) *(Name, Signature and Date)*	Name	
	Signature		Date	

D. VAT Status

VAT Status Confirmation:	☐ Exempt ☐ Vatable Input VAT Claimable: ☐ 50% ☐ 100% ☐ Zero-rated (local) ☐ Zero-rated (foreign)
Basis for VAT Status:	
VAT Status confirmed by:	☐ Project Leader ☐ Senior Finance Officer ☐ FHS Finance Manager (or nominee) ☐ Financial Accountant (Central Finance)

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: _____

   Full name: _____

5. Has the relevant Finance Manager/Management Accountant approved the budget associated with the document set out in 1 above?

YES ☐   **NO** ☐

Signature of Finance Manager: _____   Date: _____

Full name: _____

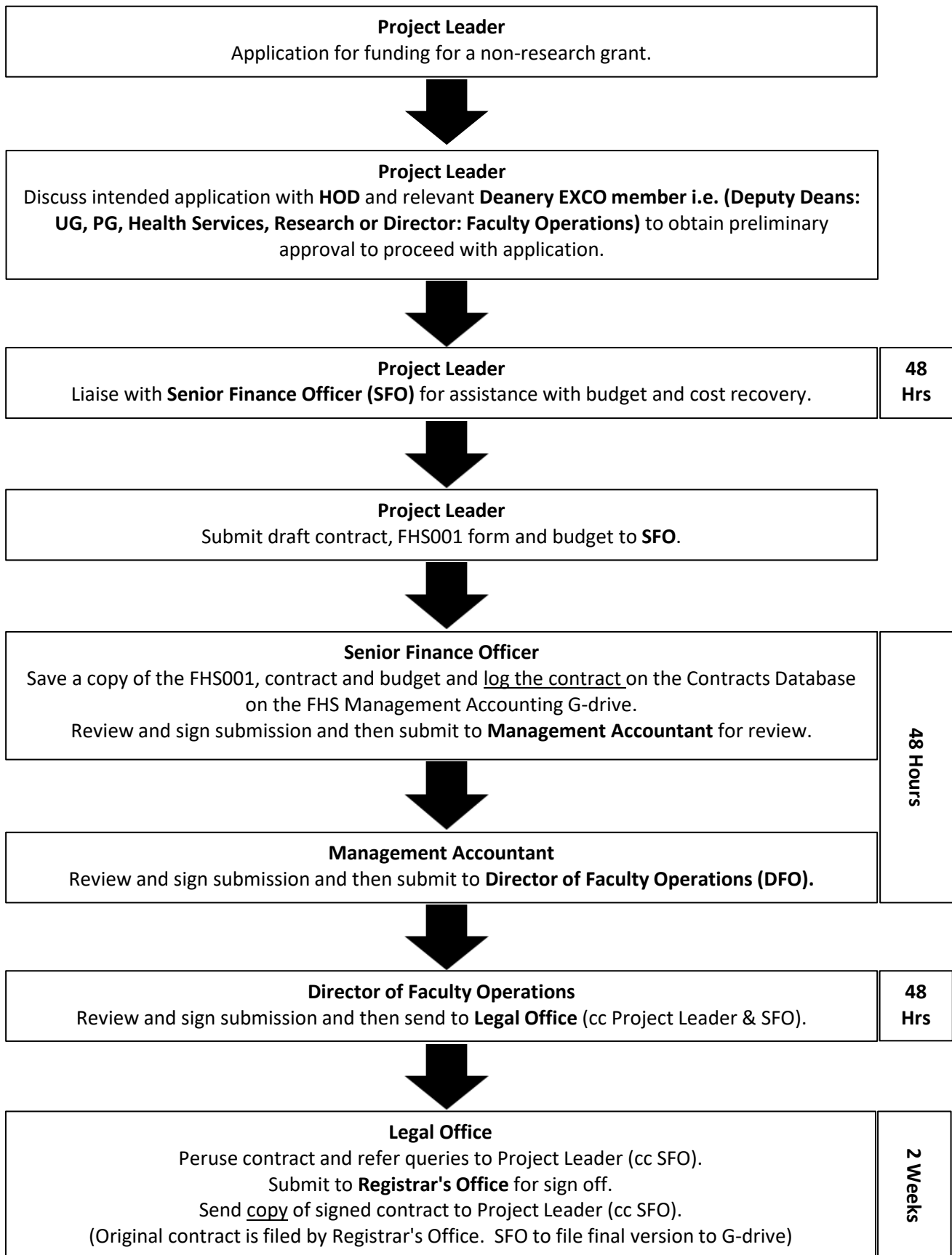6. Has the Director: Legal Services or nominee approved the grant/contract/MOU/MOA for signature?

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 Save a copy of the FHS001, contract and budget and <u>log the contract</u> on the Contracts Database on the FHS 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 **Legal Office** (cc Project Leader & SFO).	**48 Hrs**
⬇	
Legal Office Peruse contract and refer queries to Project Leader (cc SFO). Submit to **Registrar's Office** for sign off. Send <u>copy</u> of signed contract to Project Leader (cc SFO). (Original contract is filed by Registrar's Office. SFO to file final version to G-drive)	**2 Weeks**

Please Note:
For any major contractual changes or amendments to financial information at any stage in the process, a re-submission would be required.