**OCDEM – X5 QUESTIONS**

**Conflict of Interest re the proposed grant or contract**

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| --- | --- | --- | --- |
| 1 | Will the acceptance lead to potential or real conflict of interest (e.g. consulting arrangements; financial interests, such as equity holding in the sponsor; fiduciary responsibility towards the sponsor, such as board membership)? | Yes No [ ]  [ ]  | Comments:  |
| 2 | Has any real/perceived conflict of interest been brought to the attention of the HoD/ HoDiv/Conflict of Interest Committee (as appropriate) and have agreed safeguards been put in place, where necessary in accordance with the University's policy? | Yes No N/A[ ]  [ ]  [ ]  |  |

**US National Institutes of Health (NIH) - Financial Conflicts of Interest Policy Compliance (where the application relates to funding directly from the NIH or via another Institution)**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Please confirm that the Investigator is aware of the revised regulations on disclosing and reporting conflicts of interest and completed the NIH Application Compliance Form see <http://www.admin.ox.ac.uk/researchsupport/sponsors/nih/awards/#d.en.33089> | Yes No N/A[ ]  [ ]  [ ]  | Comments:  |

|  |  |
| --- | --- |
| **Ethical Conduct** |  |

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| --- | --- | --- | --- |
| 1 | Please confirm that you have read the University’s Policy on the Ethical Conduct of Research Involving Human Participants and Personal Data, which can be found at <http://www.admin.ox.ac.uk/curec/policystatement/> | Yes No [ ]  [ ]  | Comments:  |
| 2 | Under this policy, is the research project required to be subject to ethical review? | Yes No [ ]  [ ]   |  |
| 3 | Does the sponsor specify whether you should apply for ethical approval at the same time as you apply for financial support? | Yes No N/A[ ]  [ ]  [ ]  |  |
| 4 | If you have answered ‘Yes’ to questions 2 and 3 above, please can you confirm the appropriate details have been submitted to the relevant ethical review committee. | Yes No N/A[ ]  [ ]  [ ]  | Already in place |

**Audit Requirements for awards and contracts (MUST BE CHECKED FOR ALL X5 AWARD COSTINGS)**

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| --- | --- | --- | --- |
| 1 | Does the award or contract specify the requirement for financial audit (the documentation identifies a point in time for when and how the financial audit must be undertaken)? | Yes No N/A[ ]  [ ]  [ ]  | Comments:  |
| 2 | If Yes, are details readily available regarding the audit requirements? Please add a paragraph or page reference to the comments box. | Yes No N/A[ ]  [ ]  [ ]  |  |

**Studentships**

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| --- | --- | --- | --- |
| 1 | Is this costing solely for a studentship, i.e. where the award is intended to provide full or partial support for a stand-alone DPhil student project?  | Yes No [ ]  [ ]  | Comments:  |

**VAT**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Is this veterinary or medical research for VAT purposes? For further information see the X5 User Guide at <http://tinyurl.com/X5-UserGuide> | Yes No [ ]  [ ]  | Comments:  |

**Oracle R12 Position Requisition Approver (MUST BE CHECKED FOR ALL X5 AWARD COSTINGS)**

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| --- | --- | --- | --- |
| 1 | Is the PI the Position Requisition approver? If No, please give the position in the approval hierarchy that will take on the role. | Yes No N/A[ ]  [ ]  [ ]  | Comments:  |

**Notes on above Oracle question: This means ‘Do you, the PI, want to approve all purchase requisitions on this award?’ If not, please give the name of the person (e.g. your lab manager), who will do so in your stead. Otherwise it will follow the normal Marketplace approval hierarchy procedure for your group.**

**Space Considerations**

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| --- | --- | --- | --- |
| 1 | Have the space/facilities needs related to this research proposal been identified and addressed within the department (departments should liaise with their divisional office and Estates Services where appropriate)? | Yes No [ ]  [ ]  | Comments:  |

**Public Engagement Costs**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Have any costs to cover public engagement activities been included in the costing?  | Yes No [ ]  [ ]  | Comments:  |