Dear

Please find attached for your consideration and approval the **[agreement name]**. This document requires your signature [indicate page and whether witness is required] under VCA of the Deputy Vice Chancellor: Research & Enterprise **by [due date]**. **\***

**Summary**

* [brief dot point summary of key points]

**Financial Impact**

* [identify financial impact on the University/financial implications]

**Notes/Risk**

* [dot point summary of any key risks identified by legal/insurance/other central units and any other issues that need highlighting]

**Recommendation**

I confirm that I have reviewed and endorsed the agreement and recommend for your signature.

Kind regards,

|  |  |
| --- | --- |
| **Is this a Deed?** [Yes/No]  **Is there a memo to council attached?** [Yes/No] | **Head Agreement/Related arrangements:** [identify any head agreements or related agreements] |
| **Agreement:** [type of agreement] | **Participating Organisations:** |
| **Project:** [Title of agreement/project] | **Lead Contact:** |
| **Funding:** [identify budget impacts] | **In kind:** |
| **Legal review:** [Yes/No to confirm agreement has been reviewed by legal]  LM reference: | **RM reference:** |
| **Insurance review:** [Yes/No to confirm if reviewed by insurance team] | **Term:** [agreement term] |
| **Foreign arrangements review:** [Yes/No] | **External references (e.g., funder reference number):** |

**Attachments** (delete inapplicable; add any others):

1. Agreement for signature
2. IDTC program summary information sheet
3. Legal advice (email correspondence, LM:325668)
4. Finance advice (email titled ‘IDTC agreement’)
5. If a Deed is included, memo to council included

**\***If the request is for a funding submission, please ensure the due date here reflects the date you require DVCRE or VC to sign, NOT the date of submission. This will allow submission to be achieved in a timely manner. If the date of signing is the same date as submission is due, please mark as urgent and add the following after the due date section:

Please note that we require you to sign urgently as the date of submission is **[insert date]**.