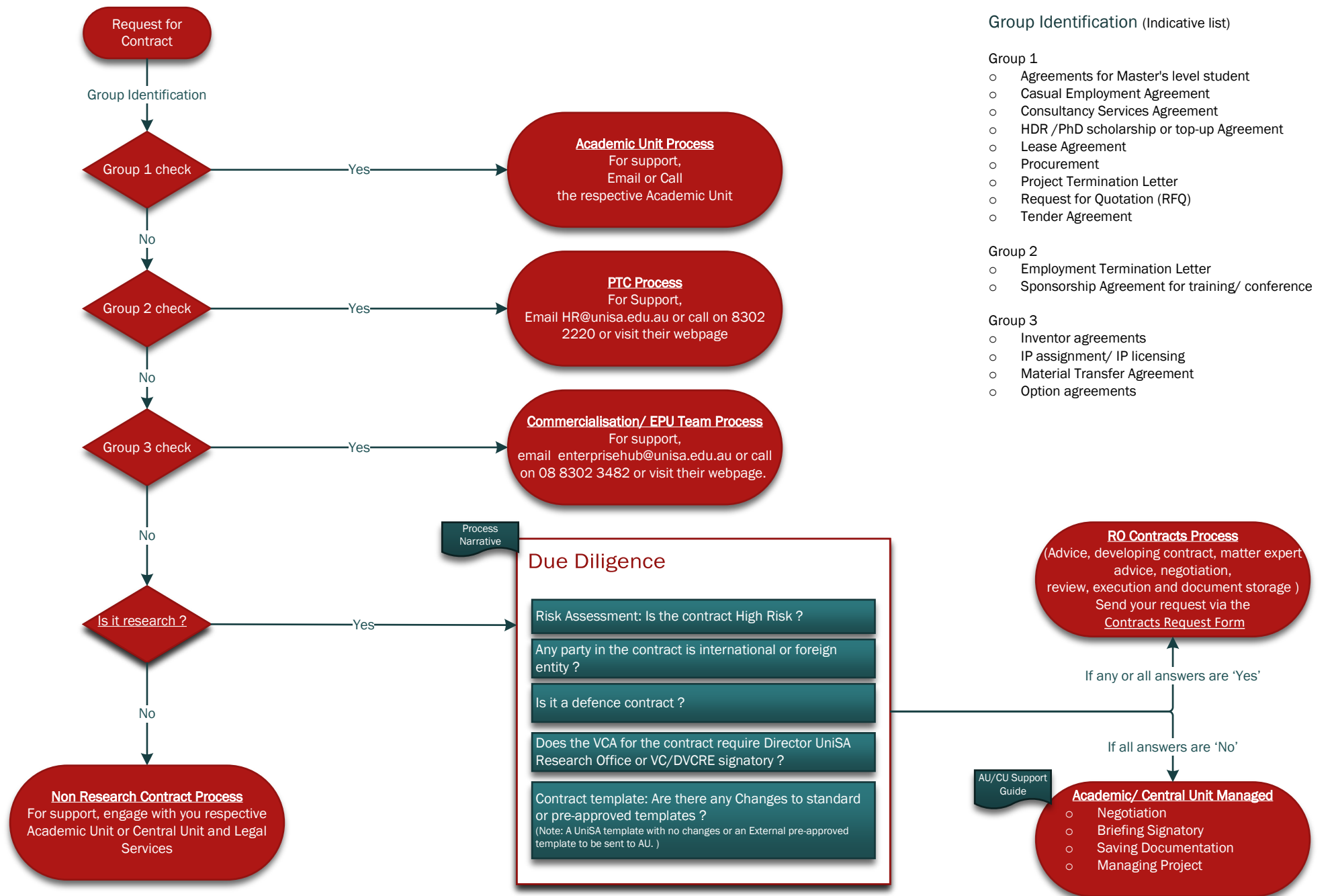


# Straight Through Process (STP) Assessment



## Group Identification (Indicative list)

### Group 1

- Agreements for Master's level student
- Casual Employment Agreement
- Consultancy Services Agreement
- HDR /PhD scholarship or top-up Agreement
- Lease Agreement
- Procurement
- Project Termination Letter
- Request for Quotation (RFQ)
- Tender Agreement

### Group 2

- Employment Termination Letter
- Sponsorship Agreement for training/ conference

### Group 3

- Inventor agreements
- IP assignment/ IP licensing
- Material Transfer Agreement
- Option agreements

Process Narrative

## Due Diligence

Risk Assessment: Is the contract High Risk ?

Any party in the contract is international or foreign entity ?

Is it a defence contract ?

Does the VCA for the contract require Director UniSA Research Office or VC/DVCRE signatory ?

Contract template: Are there any Changes to standard or pre-approved templates ?  
(Note: A UniSA template with no changes or an External pre-approved template to be sent to AU .)

AU/CU Support Guide

## Academic/ Central Unit Managed

- Negotiation
- Briefing Signatory
- Saving Documentation
- Managing Project