**Guidance: UK COLLABORATIVE PROVISION APPROVAL PROCESS**

CADQ

School

Finance

CP Team

Partner

Triage Discussion

Does the proposal demonstrate broad alignment to the University’s strategic ambition?

Does anything pose a reputational or financial risk to the University?

Are the proposed progression routes sound (where applicable)?

If so, agree **next steps, actions, timelines** and **allocate resources** accordingly.

Partner

CP Team

Finance

Academic Approval

The Partner should refer to the NTU Quality Handbook and liaise with CADQ for further assistance.

Academic Consideration

Approval can take place simultaneously**.**

School Approval

UKBEG Approval

Are **fees being paid to NTU** by the Partner?

Is a **third party** involved in the financial arrangements?

Does the agreement **create an obligation** for NTU to fulfil activity if the Partner cannot?

Will there be **costs over and above** the usual costs of servicing a Partner?

Are there **resource implications** to consider?

If so, contact the School Finance Business Partner for further assistance.

Is Enhanced Due Diligence and/or Financial Evaluation Required?

Complete UKPA Form

The Partner and/or the Academic Lead will complete the Proposal Form.

The Collaborations and Partnerships team in CADQ will complete the UKPA Form.

Complete Proposal Form

Create MS Teams channel