Contract Review Form

To enable the legal officer to start reviewing or drawing up your contract, we need to receive the necessary information from you in a timely manner. Please complete and submit the parts of the form relevant for your contract.

General information

1. State the contact information of the lead researcher or other contact person at Umeå University

Name

Department/Unit

Phone

Email

2. Which organisation coordinates or manages the project?

Organisation

Address

Name – contact person and section

Contact information

3. **Who are the contracting parties (state the names and addresses of the organisations)?**

4. **Briefly describe what the project is about and what Umeå University will do in the project. Attach the project application, project plan or equivalent document describing the project**

5. **Are there any Umeå University employees participating in the project that have interests in any of the parties, such as a co-owner or someone closely related to a co-owner, or financial interests (conflict of interest, secondary employment)**

6. When shall the project start and end?

7. Is there a deadline for making comments on the draft contract, or signing the contract?

Financial details

If the project is funded externally, the specific conditions of the funding body are to be followed. The contract between the parties may not contradict the conditions of the funding body. For budgetary questions, contact your financial administrator for the budget review. The legal officers take no responsibility for reviewing the budget or other financial matters.

8. Will Umeå University receive external funding to implement the project? (If you answer 'no', you can skip questions 9 and 10).

○ Yes
○ No

Comments

9. State the name of the funding organisation

10. What amount will Umeå University receive from the funding organisation?

11. If there is no external funding body, how will the project be funded? Will each party cover their own expenses, or will Umeå University cover all or part of the other parties' expenses?

12. State which financial administrator has reviewed or will review the budget.

Name

Department/unit

Contact information

Transmission of materials and data

13. Will Umeå University send material to any external parties?

○ Yes, human biological material

○ Yes, biological material from animals

○ Yes, other materials

○ No

If yes, please indicate the type of material and who the recipient is. For human biological material, state where the material is stored (such as Biobank North).

14. Will Umeå University send data to any external parties?

○ Yes

   No

If yes, specify the type of data and the recipient and describe how the recipient will access the data and use the data.

15. **What kind of results will Umeå University generate in the project (e.g., publications, reports, presentations or patentable results such as inventions, products, software, methods, technical solutions and other intellectual property rights)?**

16. **Can commercially valuable results be expected from the project? If yes, briefly describe the nature of the results**

17. **Will doctoral students or bachelor/master's students at Umeå University conduct work in the project?** (If doctoral students are involved, it is important that the agreement does not contain conditions on excessive delays in publication that may affect the doctoral student by delaying or preventing completion of their doctoral studies)

Data management

18. **Has an information classification and risk and vulnerability analysis been prepared for the project?** For more information, see:
https://www.aurora.umu.se/en/service-and-support/advice-and-guidelines/safety/

Yes

No

19. **Does the project have a data management plan?** If yes, attach the data management plan.
For more information, see: https://www.umu.se/en/library/research-data/specialised-topics/

Yes

No

Comments

Personal data

All employees at Umeå University are to report personal data processing that takes place in research or information technology systems to the data protection officer at Umeå University. More information on personal data processing can be found here:
https://www.aurora.umu.se/en/service-and-support/advice-and-guidelines/law/

20. **Will personal data be processed in the project?**
Please note that even pseudonymised data is personal data. If sensitive personal data are processed, attach the ethical review application and the ethical review authorisation.
For the definition of personal data, see: https://www.aurora.umu.se/en/service-and-support/advice-and-guidelines/law/personal-data-management/faq/

Yes

No

Comments

21. Will Umeå University use a personal data processor?

Yes

No

Comments

22. Will personal data be transferred to a recipient in a non-EU/EEA country (third country transfer) or an international organisation? Placing personal data in cloud-based services, such as email or Teams, may involve a third country transfer.

Yes

No

If yes, indicate to which country or international organisation the personal data will be transferred.

Purchase and procurement

As a public authority, Umeå University needs to comply with the Public Procurement Act for all purchases of goods and services. This is done in collaboration with the University's Procurement and Purchase Office. Procurement questions should be sent to upphandling@umu.se

Other information

Annexes

The following relevant supporting documentation may be sent to us:

1) Head of Department's certificate (*)
2) Project application and project plan
3) Budget
4) Funding body's terms and conditions
5) Data management plan
6) Ethical review application and ethical review authorisation

The completed form and the relevant annexes are to be sent to: universitetsjurist@umu.se

(*) A template for the head of department certificate is available here: https://www.aurora.umu.se/en/education-and-research/support-for-research/research-planning/find-funding/documents-and-templates/