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| Departmental Project Set up Checklist |

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|  | Done or N/A | [S](#SectionOne" \o "Link to guidance for Section 1)**[ection 1: Front](#SectionOne" \o "Link to guidance for Section 1)** page |
| **1** |  | Ensure that the activity undertaken meets the definition of a project. |
| **2** |  | The project value is greater than £10,000 – see guidance page for Exceptions |
| **3** |  | Ensure that there is signed and approved paperwork evidencing the Funder’s commitment to the Project  |
| **4** |  | Choose an appropriate Project type |
| **5** |  | Project duration reflected in contracts  |
| **6** |  | Evidence is provided to show that non-GBP funding currencies have been taken from X5 or the Treasury team has been approached to obtain a project set up rate  |
| **7** |  | Set up approved by relevant individual and evidence of approval included with set up documents |
| **8** |  | Contact the Tax Team to determine the “Tax Recovery Code”, “Tax Activity Purpose” and “Output Tax code”  |
| **9** |  | Customer name is the Paying Customer  |
| **10** |  | Populate “notes” section with any relevant information.  |

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|  | Done or N/A | [Section](#SectionOne" \o "Link to guidance for Section 1) 2: Details Page |
| **1** |  | Complete all of the fields, one row per budget resource, for as many tasks as required. |
| **2** |  | Have approval from all departments working on the project  |
| **3** |  | Email the completed DPF1 to dept.projects@admin.ox.ac.uk for Departmental projects and studentships-ra@admin.ox.ac.uk for Studentship Projects |

*Returning the checklist by e-mail constitutes e-signature.*

# Guidance notes:

This checklist is designed to assist Departments determine whether activity should be set up as a project and ensuring that the DPF1 is completed with all relevant data.

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## Section 1: Front Page

1. Departmental projects can be used for activities that are either internally or externally funded, provided that the activities in question meet the basic definitions of what constitutes a ‘project’, as follows:
* The activity must be for a specific purpose;
* The activity must have defined start and end dates;
* The activity must have a defined budget\*;
* The activity must be of a reasonable duration (e.g. spanning a number of months, not a one day conference, etc)\*\*.

\*\*As a general guide, ‘a reasonable duration’ should interpreted as being around 12 months, though exceptions will be considered on a case-by-case basis.

1. As a general guide, a project will not normally be set up where its total value is less than £10,000, though there may be exceptions to this (e.g. if the funder is a Research Council, or if the funder requires detailed financial reporting). Any such instances will be considered on a case-by-case basis – please get in touch to discuss individual project requirements.
2. Agreements: Fully signed/executed contract or award letter, by both the university and all external parties. See below for further information.
3. Project types:

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| **Project Type** | **Internally/externally funded** | **Description** | **Additional Notes** |
| Studentships with OH | Externally funded | Used for externally funded studentships | Requires signed copies of award letters/contracts, etc. |
| Studentships Internal | Internally funded | Can be used for internally/departmentally funded studentships |   |
| External Trade | Externally funded | Can be used for external trading activity that could be considered a project (e.g. specific purpose, timeframe, budget, etc) | Requires approval from the Subsidiaries team within Financial Reporting before set up |

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| Donations | Externally funded | Can be used for restricted donations/funds gifted for a specific purpose | Requires signed copies of deeds of gift, etc. Approval from Financial Reporting is required before set up. Receipt of funds handled by Gift Registry. Budget is set based either on cash received or funding allocated for first year |
| Department Capital | Internally funded | Used for activities that will have capitalisable costs, including departmental refurbishments, capital works, etc | Requires approval and capital/revenue split decision from the Fixed Assets Team. If external funding is to be received for this activity, the department will be responsible for billing, and notifying both the Fixed Assets and the departmental projects teams when funds are received |
| Department Indirect | Internally funded | Can be used for any non-funded activities that are not capitalisable and are not related to studentship activity, e.g. academic/PI start up funds | No funds can be brought onto the project as they will not have the functionality to invoice |
| Department Contract | Externally funded | Can be used for a wide range of externally funded non-research and non-trading projects activity e.g. visiting academic awards to undertake specific work, etc | Signed copies of contracts/award letters are required for set up |

*\*\** Please note: it is not possible to have a combination of internal and external funding on a single project.

1. Project dates are included in the Agreement
2. For activities funded via an external source in a foreign currency, the sterling budget should be determined using the current X5 rate for USD or EUR agreements. For all other currencies, confirmation of the appropriate should be obtained from the Treasury Team (treasury@admin.ox.ac.uk). This is consistent with the Forex policy in force for Research Projects. See below for further reference

<https://finance.admin.ox.ac.uk/foreign-currency-management>

1. Approval for the set up from a relevant individual with delegated authority in the requesting department (see guidance [here](https://finance.admin.ox.ac.uk/delegation-of-authority))

In addition to these fields being completed, please also ensure that the involvement of the approver is evidenced in the submission of the set up request to Research Accounts. This could take the form of one of the following options:

* 1. The approver forwards the request directly to Research Accounts, or;
	2. The approver is copied in on the email submission to Research Accounts, or;
	3. An email trail is either appended or attached to the request in which the approver indicates confirmation of their approval.
1. Obtain confirmation of the tax treatment from the tax team

**NOTE:** In instances where departments determine the tax treatment to be anything other than out of scope/irrecoverable, and where the tax activity purpose is anything other than ‘None’, departments must ensure that they receive written confirmation of the tax treatment (tax recovery, output tax and tax activity purpose (e.g. med/vet exemption) codes) from the tax team **prior** to submission of the project set up request to Research Accounts, and include a copy of the correspondence with the request.

1. The Customer Name is the Paying Customer: the institution providing us with the Funds to carry out the activity. If the Paying Customer is not the same as the Primary one (initiating the activity) then please include their name in the “Notes” section of the DPF1.

If the Oracle customer reference number or invoicing email address are not known, please leave these fields blank. If the project is internally funded (and no output tax code would be expected), the form will automatically grey out the customer information fields.

1. Include in the “Notes” section any relevant information such as:
	1. if a Project Administrator is needed then include their name
	2. If the contract is in multiple Agreements or attachments, inform the team of the significance of each attachment
	3. burdening requirements
	4. amount/GL string location of funds already received if applicable

## Section 2: Details Page

1. Red fields will indicate that the data is either missing or incorrect
	1. **Task name and description field lengths**: please note that top task and sub task names are restricted by the system to a maximum of 20 characters in length. Task descriptions are limited to a maximum of 250 characters.
	2. Please note that when assigning task managers to top tasks, please ensure that the relevant persons are set up in CoreHR. If the relevant persons are not yet listed on Oracle, please provide the person’s employee number in the ‘Notes’ section on the ‘FRONT PAGE’ worksheet. Research Accounts will then request for a person record to be set up on Oracle, and then assign the relevant person as the top task manager accordingly. In the interim, the default placeholder task manager of ‘Principal Investigator’ will be used until the setup is complete.
	3. Please note that all fields are mandatory except the ‘Sub Task Description’ field. The requisition approver field can also be left blank if requisitions are to flow to the top task manager (who should be in a relevant approver position) in the first instance.
	4. For the requisition approver field, please note that the requisition approver is only effective at top task level. Therefore, different requisition approver positions cannot be applied to different sub tasks under the same top task. Should a different requisition approver position be required for a given sub task, please ensure that this is placed under a different/new Top Task.
2. Approvals from other departments are necessary to ensure that they agree with the allocated budgets and details on the form as well as acknowledging that a portion of the budget belongs to them. This needs to be evidenced with an email.