**Checklist for requesting the vice-chancellor’s signature on agreements**

*This checklist is to accompany all agreements submitted to the vice-chancellor for signature. If you have questions about the checklist, please contact the Legal Division.*

1. What does the agreement/project entail?

*Provide a brief account of the project/ collaboration, and of the University’s participation.*

1. Who at LU is responsible for the implementation of the project/ collaboration, i. e. principal investigator?

*Provide the name of the person responsible for the University’s implementation of the project/ /collaboration.*

1. Who is the contact person for the agreement?

*Provide the name of the person who handles contacts with the counterparty/-ies.*

1. Are “Conditions for Participation” for the partaking employees in place?

*If you are not sure, please contact the Legal Division.*

1. Has the the project/ collaboration documentation been registered?

*Projects/ collaborations must be registered in W3D3 (DFS), including the agreement once it has been signed*.

1. Are all appendices to the agreement completed and enclosed with the agreement?

*Agreement appendices are part of the agreement, and must be completed at the time of signature.*

1. Does the person responsible, or any other employee partaking in the project/collaboration, have interests in the counterparty?

*This primarily concerns conflict of interest, which may prevent participation.*

1. Has the agreement been reviewed/negotiated by the Legal Division?
2. What are the Legal Division’s final comments on the agreement?

*The comments are to be provided by the Legal Division office. Include the name and telephone number of the legal counsel in charge of the matter.*

1. Approval by the undersigned head of department

*The undersigned head of department approves the agreement and thereby the associated project/collaboration.*

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1. Approval by the undersigned dean

*The undersigned dean approves the project/collaboration.*

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