1. Title of your request *
   *i.e. "Spectrometer maintenance agreement" or "Urgent structural repairs to Law Building" (Limit 255 characters)*

   Example collaboration agreement

2. Why are you requesting dispensation from Financial Regulations? *
   *Select the most relevant option. This list is not exhaustive. You can use the ‘Other’ option to enter a reason specific to your request*

   - A) Technical compatibility, inc. upgrade to existing equipment;
   - B) Repairs and/or servicing of equipment where only one vendor carry-out the service (for proprietary or technical reasons)
   - C) Protection of technical or artistic rights, or in order to protect exclusive rights
   - D) Goods, works and/or services to be supplied constitute an extension of existing contract – where change of supplier would cause disproportionate technical difficulties, diseconomies or significant disruption
   - E) A one-off, unique opportunity that offers significant value
   - F) Extreme urgency, which was unforeseeable
   - G) Research and/or collaboration agreement(s) names a specific entity(s) in the grant award
   - Other
Research / collaboration agreement request

Your request is for tangible goods, items or products provided to you, the customer, or for intangible services, provided to you by a third-party, as part of a research / collaboration agreement

3. Collaborator name *
   
   If multiple collaborators (institutions) are covered by the agreement, please enter the lead institution (recipient of the largest transfer of funds)

   University of Oxford

4. Additional collaborator names
   
   Optional. For use where multiple collaborators are named on the agreement. Please state the breakdown of value between collaborators (i.e. University of Oxford - £100k)

   University of London - £50,000

5. Total GBP value of your dispensation request (ex. VAT) *
   
   This is the aggregate value of all transfers to any collaborators named in the collaboration agreement

   150000

6. How long do you require dispensation? *
   
   As stated in the research / collaboration agreement. Typically it will be the length of the agreement itself.

   - 1 year (or less)
   - 2 years
   - 3 years
   - 4 years
   - Other
Grant funding information

7. Does grant funding cover the full cost? *
   If not 100%, please state a high-level percentage figure for what portion will be grant funded

   ☺ Yes - 100%
   ☺ Other

8. Research grant number
   i.e. RG108162
   RG96940

9. Project code and task number
   i.e. PTAG/007 Task 100
   GGAG/001 Task 100

Payment
In general, the University’s standard payment terms are 30 days from the date of the invoice. If you are required to pay in advance (full or in part), you will be asked to enter additional information later in this form.

10. What payment terms will be used? *
    - University standard (30 days from date of invoice)
    - Don’t know
    - Other
11. Is an international payment required? *

This includes any payment in a foreign currency

- Yes
- No

Advance payment

An Advance Payment (or Pre-Payment) is any payment to a supplier made before the University has received the goods, works and/or services. Such payments present a financial risk to the University and should be avoided wherever possible.

For more information on terms and conditions, please see https://www.procurement.admin.cam.ac.uk/information/advance-payments (https://www.procurement.admin.cam.ac.uk/information/advance-payments)

12. Is an advance payment required?

- Yes
- No
- Don’t know
- Yes - covered as part of the research / collaboration agreement

Supporting documents upload and request coding

13. Please upload all received quotations, any relevant specifications, Head of Department approvals (where appropriate, i.e. if transacting on supplier terms) and any other supporting documents

Example documents: quotes, business cases, supplier terms and conditions, signed collaboration agreements
14. Transaction code *
For more information on coding, please see
https://www.finance.admin.cam.ac.uk/training/docs/ufs-codes

- E: Consumables expenditure
- P: Fixed assets
- Other

15. Commodity code *
For more information on coding, please see
https://www.finance.admin.cam.ac.uk/training/docs/ufs-codes/transaction-codes

- A: Audio-Visual & Multimedia Supplies and Services
- B: Library & Publications
- C: Catering Supplies & Services
- D: Medical, Surgical, Nursing, Dentistry Supplies & Services
- E: Agricultural/Fisheries/Forestry/Horticultural/Oceanographic Supplies & Services
- F: Furniture, Furnishings & Textiles
- G: Sports Science & Recreation
- H: Janitorial & Domestic Supplies & Services
- J: Utilities
- K: Computer Supplies & Services
- L: Laboratory/Animal House Supplies & Services
- M: Workshop & Maintenance Supplies (including Engineering)
- N: Museums & Art
- P: Printing, Reprographics & Photocopying
- Q: Telecommunications
- R: Professional & Bought-in Services, inc. consultancy
S: Stationery & Office Supplies

T: Travel & Transport (inc. Vehicle Hire & Subsistence)

U: Health, Safety & Security

V: Vehicles, Fleet Management (Purchase, Lease, Contract Hire)

W: Estates & Buildings

X: Miscellaneous

Y: Facilities Operations

Z: Research grants

16. Source of funds code *

If you are coding to a grant, please select ‘M: Research grants and contracts’

A: Chest

M: Research grants and contracts

P: Building projects

Other

17. Any other relevant information

Optional. Please state if there are any important dates, deadlines or timelines to which you are working

18. Are you requesting this dispensation on behalf of someone else? *

Yes

No