



Gnetwork Due-Diligence Checklist for Pump-Prime Projects

This document is intended to outline the major administrative requirements for catalyst projects but is not an exhaustive list and additional information will be provided at the full proposal stage. We are aware that there are a wide diversity of legislative requirements for working in the countries eligible to the call and we will provide support to ensure that projects run as smoothly as possible.

1. **Once decisions on full-proposals have been made, funding is subject to lead UK organisations completing full due-diligence checks on non-UK partners. Non-UK partners must satisfy the requirements set out in Annex 1.**
2. **Subcontracting of studies to countries receiving official development assistance (ODA) will be the responsibility of the lead UK organisation including:**
 - a. Ensuring appropriate contractual arrangements between the lead and ODA partner.
 - b. Maintaining consistent and frequent contact with partners.
 - c. Ensuring timely payment of funds to partners.
 - d. Producing traceable evidence of spend on staff, consumables, equipment and travel and subsistence within the ODA country at project completion.
 - e. Ensuring the project conforms with any local, national or international legislation (e.g. biodiversity restrictions for sampling, Nagoya protocol considerations, memoranda of understanding).
 - f. Providing realistic timescales for any administrative processes within the project (including obtaining permission to carry out the study and any processes required to enable release of data in a timely fashion).
 - g. Ensuring that a commensurate degree of health and safety for workers on projects is maintained (including appropriate risk assessments, vaccinations and health care).
 - h. Ensuring that all visa requirements are conformed to for staff employed on the project.
 - i. Maintaining biosecurity during any studies involving risk of release of pathogens during experimental procedures.
 - j. Ensuring that any experiments involving humans or animals are ethically reviewed by the UK partner and conform to BBSRC guidelines.
 - k. Delivering a final report on the project alongside primary datasets.

Annex 1

GCRF VBD eligibility and assurance requirements for pump-priming awards

Ability to deliver	<ul style="list-style-type: none">• provide evidence of a strong track record of maximising the wider impact and value of its research to the benefit of local economies and society;• have a cohort of researchers (normally a minimum of 10) with sufficient capacity to deliver research and a demonstrated track record. This should include a significant number of publications in journals and/or monographs with key academic publishers, and/or other outputs that have been subject to peer review. Journal quality should take into account benchmark measures appropriate to the regional context and research disciplines;• have a track record of staff, while employed at the organisation, leading or co-leading innovative research projects in the previous five years including, if applicable, directing postdoctoral researchers and/or research students; and• have sufficient financial support for research at the organisational level to ensure the availability of essential infrastructure and the long-term sustainability of research activity, as evidenced by research project income across all projects totalling at least £100k pa over the previous three years.
Governance and control	<ul style="list-style-type: none">• be a higher education organisation, public laboratory, or non-profit research intensive organisation;• have a governing board with independent representation appointed to jointly oversee the management of the whole organisation;• have satisfactory processes for preventing, detecting, reporting and responding to allegations of fraud, bribery and corruption;• have satisfactory processes for the effective collection, management, analysis and dissemination of data;• have satisfactory processes in place that meet Research Integrity and Ethics requirements, including processes for dealing with allegations of misconduct;• be subject to an independent annual audit; and• have measures in place to prevent and mitigate conflict of interest which could affect employees or governing board members participation in decision-making.
Financial stability	<ul style="list-style-type: none">• be permitted by their country's Government to receive funding from foreign sources;• have a bank account that is in its legal name; and that can be reconciled to the finance management system;• have a basic finance management system that can be used to reconcile the bank account, to record all cash and payments ensuring that all transactions can be individually identified and provides suitable storage for supporting documentation; and• have satisfactory procedures in place for making payments for per diem, travel advances or review of receipts and subsequent reimbursement of expenses for approved official travel.
Sub-contract management	<ul style="list-style-type: none">• ensure there is a policy in place to sufficiently manage sub-contractors including provisions for ensuring their compliance with Research Council terms and conditions.