**CONTRACT DRAFTING INSTRUCTION FORM**

Please complete this form if you need a contract to be drafted. If you have a contract you want us to review, please use the Contract Review Instruction Form.

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| **Why do we need you to use this form?** | We need you to provide us with sufficient details about your proposed contractual arrangements so that we understand your needs and can draft an appropriate contract. In completing this form, you will also be turning your mind to, and addressing, your contract management responsibilities under the University’s *Contracts and Agreements Policy (www.adelaide.edu.au/policies/2964/)*. |
| **To whom should you send this form?** | You can send this to any of the lawyers within Legal and Risk. If you are not sure whom to contact, please send to [helpdesklegal@adelaide.edu.au](mailto:helpdesklegal@adelaide.edu.au) and it will be allocated to one of our lawyers. |
| **What happens when we get your completed form?** | In ordinary circumstances we will endeavour to allocate your request to a lawyer within 1-2 business days. That lawyer will contact you directly to acknowledge receipt.  Once allocated, our lawyers will attend to requests in chronological order and endeavour to respond within the timeframe that you request below, subject to the complexity of the contract and current workloads. |

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| **ABOUT YOU** | Your name & Position | Your name and position |
| School/Branch/Faculty | School/Branch/Faculty |
| **WHAT TYPE OF SERVICE**  **DO YOU REQUIRE?** | **Assistance using University template agreement**  State which template agreement: State which template agreement  **Renewal of existing contract** (\* Please attach existing contract)  **Draft a new contract** | |
| By when do you need the contract drafted? Please indicate your timeframes for negotiating the contract.  If urgent, please state reasons. | Enter text here |
| **ABOUT THE CONTRACT** | What is the contract for? (Provide summary and attach any relevant background documents, eg project proposal; business case; product specifications; emails) | Enter text here |
| Is this contract related to any other contract? | Enter text here |
| Who are the other parties to this contract? | Enter text here |
| Will there be any payments between the parties under the contract? If yes, how much and when? | Enter text here |
| When do you want the contract to start and finish? Will there be any interim milestones? | Enter text here |
| What deliverables are required under the contract? | Enter text here |
| Where will the activities under the contract be undertaken? (ie on campus, off-campus, overseas) | Enter text here |
| Will the other party be creating any intellectual property that the University will need to licence or own? Will there be any background IP that the University requires access to? If yes, please describe. | Enter text here |
| Will the other party have access to the University’s confidential information, Intellectual Property, facilities or equipment? If yes, please detail. | Enter text here |
| Are there any other obligations you want to impose on the other party/s? | Enter text here |
| What termination and/or renewal options do you want? | Enter text here |
| Any important details that you want to make sure are covered in the contract? | Enter text here |
| **YOUR CONTRACT MANAGEMENT RESPONSIBILITIES \*** | Do you have internal in-principle approval for the contract? (e.g. from HoS or higher) | Enter text here |
| Who is the University’s contract manager for this contract? | Enter text here |
| Have you undertaken a risk assessment for the activity?  (Refer [www.adelaide.edu.au/policies/2965/](http://www.adelaide.edu.au/policies/2965/)) | Enter text here |
| Have you consulted with other areas of the University that could be impacted by the contract? | Enter text here |

*\** ***in accordance with Contracts and Agreements Policy (***[*www.adelaide.edu.au/policies/2964/*](http://www.adelaide.edu.au/policies/2964/)*)*

Before you email this form, please ensure you have attached any relevant background documents. If attaching multiple documents, please list title and/or brief description of each.