**CONTRACT REVIEW INSTRUCTION FORM**

Please complete this form if you need legal review of a contract. If you require a contract to be drafted, please use the Contract Drafting Instruction Form.

|  |  |
| --- | --- |
| **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 provide you with prompt and precise advice. 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 timeframes for the level of service you select below. |

|  |  |  |
| --- | --- | --- |
| **ABOUT YOU** | Your name & Position | Enter your name and position |
| School/Branch/Faculty | Enter your School/Branch/Faculty |
| **WHAT LEVEL OF SERVICE**  **DO YOU REQUIRE?** | **Comprehensive** (for high risk, high value or complex contracts) We will discuss with you all requirements and background information. We undertake a comprehensive review of all aspects of the contract and provide detailed written advice. We will work closely with you to negotiate and finalise the contract.  *Usual timeframe: Initial meeting within 5 business days; written advice within timeframe agreed with you*  **Standard** Full review of the contract. Written advice and marked-up amendments are provided. We will discuss your understanding of the contract and whether it meets your commercial / operational requirements. We can assist you in negotiations with the other party.  *Usual timeframe: Written advice within 7 business days*  **Minimum** (for low risk, low value contracts or contracts that you are confident to proceed with) A ‘light touch’ review of the contract to ensure there are no significant deficiencies or terms that the University cannot agree to. We expect you to have read the contract and that you are satisfied with the acceptability of the contract from a commercial / operational perspective.  *Usual timeframe: Within 2 business days* | |
| Do you require a faster turnaround than the timeframe for the level of service you have selected?  This can be accommodated in rare and exceptional circumstances. Please state your required timeframe and reasons for urgency. | Enter text here |
| **ABOUT THE CONTRACT AND YOUR PROMISES** | 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 |
| What is the value of the contract? | Enter text here |
| Who are the other parties to this contract? | Enter text here |
| When does the contract start and finish? | 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 |
| 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 will be signing the contract? | Enter text here |
| Who is the University’s contract manager for this contract? | Enter text here |
| Have you read the contract? | Enter text here |
| Are there any aspects of the contract you are concerned about? | Enter text here |
| Are you confident that all contractual obligations on the University can be met? | 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 the contract (including any Schedules and Annexures) and any relevant background documents. If attaching multiple documents, please list title and/or brief description of each.