All organisations that will be spending Essex funds as part of your proposed project will be subject to a due diligence review.

This form has two parts:

**Part A: Project and Organisation details** – to be completed with details of the external partner organisation.

**Part B: Spending information** – to be completed with details of the projects funds that will be spent by the external partner organisation.

* If you have more than one external partner organisation, please complete a Questionnaire for each organisation
* This form should be completed as comprehensively as possible.  If needed you will be contacted for clarification which is likely to cause delays to the setting up of the award.
* Please ensure you have carried out an initial online check on the organisation in question by looking through their official website, and by searching for any negative news stories that could provide you with early warning signs. Please get in contact with Clayton Welsh, REO Due Diligence lead at cw17947@essex.ac.uk should you encounter any issues.

**PART A: PROJECT AND ORGANISATION DETAILS**

**SECTION 1: PROJECT DETAILS**

|  |  |
| --- | --- |
| Project Title |  |
| Primary collaborator (name, position) |  |
| Any other collaborators involved in this project(name, position) |  |
| Lead administrative support NameEmailTelephone Number |  |

**SECTION 2: ORGANISATION DETAILS**

|  |  |
| --- | --- |
| Name of Organisation |  |
| Postal Address |  |
| Country |  |
| Organisational email address |  |
| Head/Director of Organisation NameEmailTelephone Number |  |
| Organisation web address |  |
| Audited financial statement of Organisation | Please attach the latest audited financial statement covering at least 12 months but ideally the last 3 years |

**SECTION 3: LEGAL STATUS OF ORGANISATION**

|  |  |
| --- | --- |
| Company/ Charity registration number or Unique Tax reference:*(please enter n/a if not applicable)* |  |
| Please confirm the legal status of the external partner organisation:*(e.g. Government Body, Local Authority, University, PLC)* |  |
| Date established  |  |
| Please include details of the organisation’s legal structure and links to any online reports/accounts. |
|  |

**SECTION 4: PREVIOUS COLLABORATIONS**

|  |  |
| --- | --- |
| Has the Essex PI and any of the collaborators at the external partner organisation worked together previously?  | Yes / No |
| Have any of the collaborators at the external partner organisation worked with anyone at the University of Essex previously?  | Yes / No |
| *If* ***yes*** *to either of the above, please give details below.* |

**PART B: SPENDING INFORMATION**

**SECTION 5: FUNDING**\*\*

|  |  |
| --- | --- |
| Is this external partner organisation an existing registered supplier for University of Essex?  | Yes / No |
| How much of the requested Essex funds are expected will be spent by this external partner organisation? *(please be as accurate and detailed as possible in your estimate)* |
| **Item** | **Amount (£)** |
|  |  |
|  |  |
|  |  |
| **Total:** |  |

**\*\*Please note:**

* Payments cannot be made to partner organisations in advance of need; reimbursement can only be claimed for incurred costs.
* Funding cannot be paid to individuals in external partner organisations as an alternative to due diligence.