

## Who is responsible for what in starting a new research collaboration?

The table below is offered as a reference to help navigate the complex VU-landscape of who is responsible for what in the process of starting a new research collaboration.

| <b>Consult who?</b>   | <b>On what?</b>  |
|---|--|
| <p><b>Ask yourself</b><br/> <i>Do you have any, even minor, doubts about a collaboration?<br/>           Discuss it with your superior or seek advice via <a href="mailto:wi@vu.nl">contact-wi@vu.nl</a>.</i></p> | <p><b>Is the collaboration you wish to embark upon desirable within the context of VU?</b><br/>           Consider fossil free research (FFR) &amp; knowledge safety, but also greenwashing, ethics washing and other possible risks to academic independence. Importantly, take note of the 5 rules of <a href="#">VU Amsterdam Guidelines for Contractual Partnerships</a></p> |
| <p><b>Institutional and Legal Affairs</b><br/> <i>Legal advice and support in preparing, setting up and signing agreements.</i></p>   | <p>Institutional and Legal Affairs can inform you on what (legal) options there are. The earlier their involvement, the better they can help.</p>  |
| <p><b>Project control</b><br/> <i>Support and advice on budget formulation, grant regulations, reporting processes and budget management.</i></p>   | <p>Check whether the budget is in accordance with financial VU guidelines. This step is important to take at the beginning of any new collaboration.</p>   |
| <p><b>Department manager/Director of Operations/<br/>           Faculty Board/ Executive Board</b><br/> <i>Who is responsible depends on the financial aspects of the collaboration.</i></p>                      | <p>Verify whether the collaboration is in line with ambitions and policy of VU, your faculty and department. Also, a new collaboration may lead to additional costs that your department needs to be aware of and agree with.</p>  |
| <p><b>IXA-GO</b><br/> <i>IXA-GO is a support desk that helps you in the process of finding and applying for external research funding, valorization your research results and creating impact.</i></p>            | <p>If the collaboration is the result of a grant or if the research result leads to impact or business, please contact IXA-GO.</p>   |