

**University of Newcastle – Project and Consultancy Commercial Activity Proposal**

*This proposal must be completed in accordance with the Project and Consultancy Work Procedure.*

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| Activity Owner Details | |
| Name | Click or tap here to enter text. |
| Position | Click or tap here to enter text. |
| Business Unit | Click or tap here to enter text. |

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| Sponsor Details | |
| Name | Click or tap here to enter text. |
| Position | Click or tap here to enter text. |
| Business Unit | Click or tap here to enter text. |

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| Proposed Commercial Activity Details | | | | | | |
| Working Title | Click or tap here to enter text. | | | | | |
| Brief overview of activity | Click or tap here to enter text. | | | | | |
| What date was the opportunity endorsed by the Sponsor | | | Click or tap here to enter text. | | | |
| **Rationale** | | | | | | |
| Identifiable benefit to the University | Click or tap here to enter text. | | | | | |
| Alignment with current University strategic plan | Indigenous Commitment | Click or tap here to enter text. | | | | N/A |
| Engagement Priorities | Click or tap here to enter text. | | | | N/A |
| Life Ready Graduates | Click or tap here to enter text. | | | | N/A |
| Asia Pacific Focus | Click or tap here to enter text. | | | | N/A |
| Reimagining Our Campuses | Click or tap here to enter text. | | | | N/A |
| Inspiring People | Click or tap here to enter text. | | | | N/A |
| Problem to be solved / Opportunity pursued | Click or tap here to enter text. | | | | | |
| Critical Success Factors | Click or tap here to enter text. | | | | | |
| Proposed Start Date | Click or tap to enter a date. | | | Proposed End Date / Duration |  | |

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| Financial Evaluation | | | |
| **Financial Outcomes (for anticipated duration of activity)** | | | **Details** |
| Income | | $ Click or tap here to enter text. | Click or tap here to enter text. |
| Expenses | | $ Click or tap here to enter text. | Click or tap here to enter text. |
| Net Profit | | $ Click or tap here to enter text. | Click or tap here to enter text. |
| Waiver – Labour Cost | | $ Click or tap here to enter text. | Click or tap here to enter text. |
| Waiver – Indirect Cost | | $ Click or tap here to enter text. | Click or tap here to enter text. |
| University resources required for activity completion | | | Click or tap here to enter text. |
| Does the Activity Owner intend to take a share of any forecast surplus derived from the work as remuneration? | | | Choose an item. |
| **Required Attachments to be Supplied** | | | |
|  | Cash flow projections for duration of activity. | | |
|  | Profit and loss projections for first 12 months and the duration of activity. | | |
|  | Resource and asset management plan (where applicable). | | |
|  | Procurement plan (where applicable). | | |

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| Legal & Compliance | | | | |
| Will the activity require ongoing external accreditation or registration? | | | Choose an item. | |
| If yes, please provide details: | | | Click or tap here to enter text. | |
| **Details of Third Party / Contract Party** | | | | |
| Trading Name | | Click or tap here to enter text. | ABN / ACN | Click or tap here to enter text. |
| Primary Contact Details | | Click or tap here to enter text. | | |
| Please provide details of advice provided from Legal & Compliance Unit regarding the commercial activity: | | | | |
| Click or tap here to enter text. | | | | |
| **Required Attachments to be Supplied** | | | | |
|  | Compliance Management Plan | | | |
|  | Third Party Due Diligence Assessment | | | |
|  | Contract / Agreement (draft or otherwise) | | | |

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| Intellectual Property | |
| Does the activity propose to commercialise the University’s intellectual property? | Choose an item. |
| Please provide details of advice provided from Knowledge Exchange and Enterprise in relation to protection and commercialisation of intellectual property: | |
| Click or tap here to enter text. | |

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| Risk Assessment | | |
| Does the overall risk rating of the activity fall within the University’s risk appetite? | | Choose an item. |
| Is the activity insurable? | | Choose an item. |
| Please provide details of advice provided from the Risk Team in relation to insurance, risk assessment, and risk management. | | |
| Click or tap here to enter text. | | |
| **Required Attachments to be Supplied** | | |
|  | Insurance certificate of currency / confirmation of insurance | |
|  | Commercial Activity Risk Assessment. | |

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| Governance | | | | | |
| **Key Internal Stakeholders** | | | | |  |
| **Name / University Role** | | **Details of Relationship to this Activity** | | | **Conflict of Interest Declaration Received** |
| Click or tap here to enter text. | | Click or tap here to enter text. | | | Choose an item. |
| Click or tap here to enter text. | | Click or tap here to enter text. | | | Choose an item. |
| Click or tap here to enter text. | | Click or tap here to enter text. | | | Choose an item. |
| Click or tap here to enter text. | | Click or tap here to enter text. | | | Choose an item. |
| **Key External Stakeholders** | | | | |  |
| **Name** | | **Details of Relationship to this Activity** | | | **Due Diligence Attached** |
| Click or tap here to enter text. | | Click or tap here to enter text. | | | Choose an item. |
| Click or tap here to enter text. | | Click or tap here to enter text. | | | Choose an item. |
| Click or tap here to enter text. | | Click or tap here to enter text. | | | Choose an item. |
| Click or tap here to enter text. | | Click or tap here to enter text. | | | Choose an item. |
| Click or tap here to enter text. | | Click or tap here to enter text. | | | Choose an item. |
| Identify the delegate who has authority to approve the commercial activity: | | | | | |
| Name | Click or tap here to enter text. | | Position | Click or tap here to enter text. | |

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| **Appendix List** | |
| **Number** | **Title (Trim Reference)** |
|  | Cash flow projections for duration of activity (Dxx/xxxxxx) |
|  | Profit and loss projections for duration of activity (Dxx/xxxxxx). |
|  | Resource and asset management plan (Dxx/xxxxxx). |
|  | Procurement plan (where applicable) (Dxx/xxxxxx) |
|  | Compliance Management Plan (Dxx/xxxxxx). |
|  | Third Party Due Diligence Assessment (Dxx/xxxxxx) |
|  | Contract / Agreement (draft or otherwise) (Dxx/xxxxxx) |
|  | Insurance certificate of currency / confirmation of insurance (Dxx/xxxxxx) |
|  | Commercial Activity Risk Assessment (Dxx/xxxxxx) |
|  | Conflict of Interest Declaration Forms (Dxx/xxxxxx) |

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| Report Details | | | |
| **Completed By:** | Click or tap here to enter text. | **Date** | Click or tap to enter a date. |
| **Reviewed / Edited By:** | Click or tap here to enter text. | **Date** | Click or tap to enter a date. |
| **Sponsored By:** | Click or tap here to enter text. | **Date** | Click or tap to enter a date. |