

**University of Newcastle – Commercial Activity Category A Business Proposal**

*This proposal must be completed in accordance with the* [*Commercial Activities*](https://policies.newcastle.edu.au/document/view-current.php?id=153) *Policy and its associated 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 |  |
| Type of Activity | Choose an item. |
| Brief overview of activity | 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)** |
| 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. |
| University resources required for activity completion | Click or tap here to enter text. |
| **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 where a non-standard University contract is relied upon: |
| 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 (where applicable): |
| 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. |
| Has the Risk & Insurance Team advised that the activity is insurable? | Choose an item. |
| Please provide details of advice provided from the Risk Team in relation to insurance, risk assessment, and risk management (where applicable). |
| Click or tap here to enter text. |
| **Required Attachments to be Supplied** |
|[ ]  Insurance certificate of currency / confirmation of insurance for the commercial activity  |
|[ ]  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. |
| Who will act as the Nominated Executive responsible for ongoing management and review of the commercial activity? |
| Name | Click or tap here to enter text. | Position | Click or tap here to enter text. |
| 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. |
| **Required Attachments to be Supplied** |
|[ ]  Conflict of Interest declarations for internal stakeholders |
|[ ]  Due Diligence on external stakeholders |

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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 declarations (Dxx/xxxxxx) |
|  | Due Diligence on external stakeholders (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. |