

Guidance: External assistance contracts (funded research)

If the value of the contract is €5k or more (excl. VAT), the following steps should be followed:

1. Select the service provider in accordance with procurement guidelines: <https://www.ucd.ie/finance/financeoperations/purchasingunit/quotationtendercompliance/>
2. Send the **official quotation / tender submission** of the chosen service provider to grantreg@ucd.ie along with the relevant **R code** (source of payment)
3. UCD Grant Registration Team will draft a suitable agreement, which the service provider will be obliged to sign before any payments can be made (NOTE: payments will be managed by RFO).

If the value of the contract is less than €5k (excl. VAT), the [UCD Procurement Standard T&C's](#) will apply and a separate agreement will not be required.