



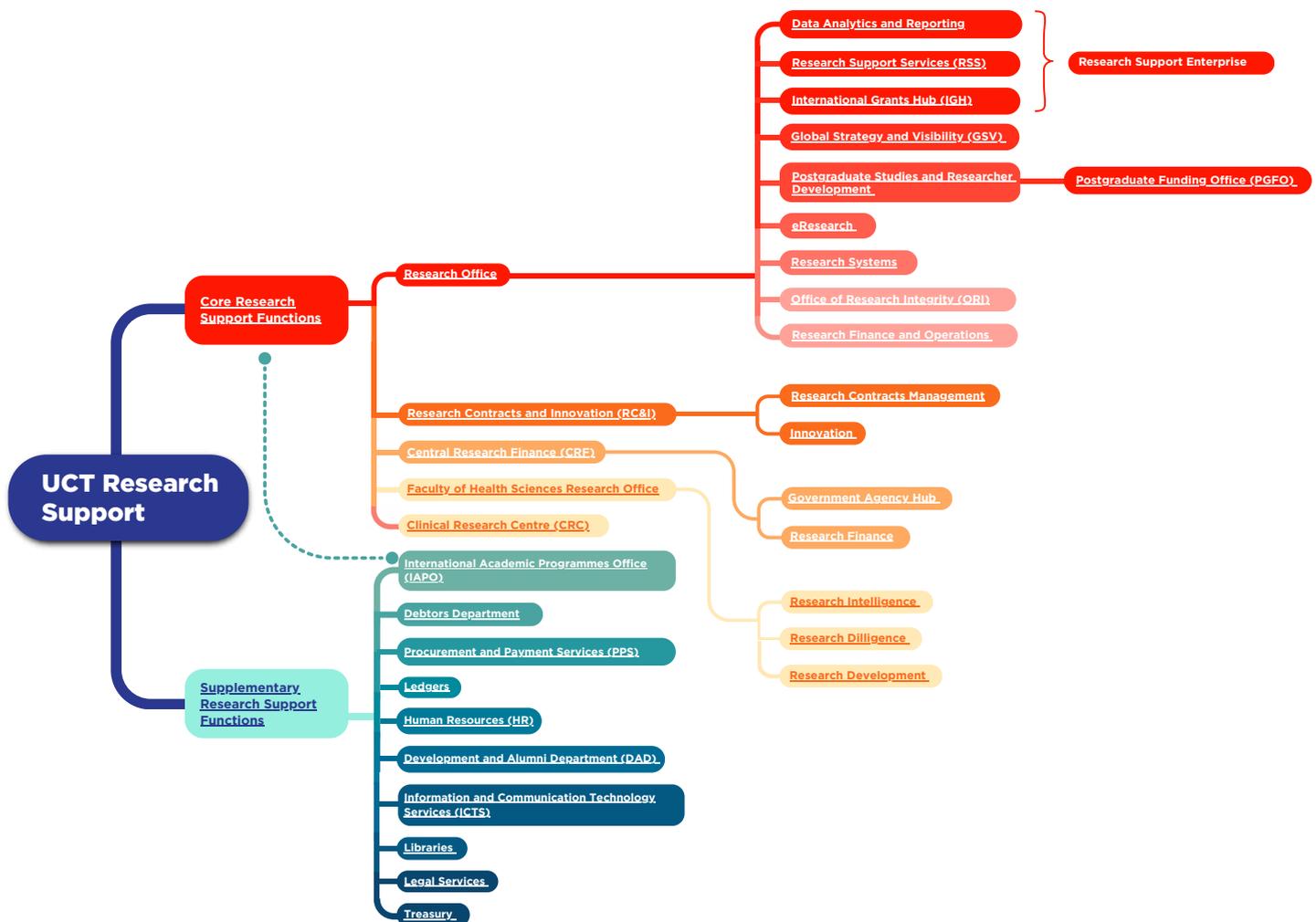
UCT Research Support Structure

UCT's billion-rand research operation is managed by the university's Office of the Deputy Vice-Chancellor (DVC) for Research and Internationalisation, which is made up of four departments:

1. Research Office
2. Research Contracts and Innovation (RC&I)
3. Central Research Finance and
4. International Academic and Planning Office (IAPO).

In addition, the Faculty of Health Sciences (FHS) operates a dedicated Faculty Research Office for health-related studies.

The departments have a specific research-focused mandate and are supported by a network of cross-cutting units within the university.





Research Support Services

Throughout the Research Project Navigator (RPN) webpages, you will find references to various research support units. This guide provides an overview of their services and how to contact them. Use it as a quick reference to easily access the resources available to you.

Research support functions are grouped into two categories:

1. CORE RESEARCH SUPPORT FUNCTIONS
Exclusively dedicated to research, with 100% of their activities focused on supporting and advancing research.

2. SUPPLEMENTARY RESEARCH SUPPORT FUNCTIONS
Provide support across both research and teaching and learning (T&L).

CORE RESEARCH SUPPORT FUNCTIONS

The following offices, units and functions have a primary mandate to support and enhance research at the University of Cape Town (UCT). Their daily activities are fully dedicated to advancing research goals and priorities.

Research Office

DATA ANALYTICS AND REPORTING

This office provides backend support for research at UCT by assisting with statutory reporting, research data analysis for strategic planning and world university rankings assessments. While these functions are not directly accessed by researchers, they play a crucial role in strengthening the research environment.

RESEARCH SUPPORT SERVICES (RSS)



The Research Support Services (RSS) unit provides comprehensive administrative and operational support to researchers, ensuring effective management of research funding, strategic initiatives and award nominations.

Key Services

- **Funding proposal support:** Assistance with national funder applications, primarily the NRF, from pre-award to post-award, including annual and five-year reports.
- **Strategic research funding:** Management of UCT's internal strategic research funding programmes, from call conceptualisation to awarding and closeout.
- **Research committees:** Administrative support for UCT's research funding and strategic committees (e.g., Senate, URC).

- **Award nominations:** Coordination of internal and external research award nominations, including call preparation, nomination reviews and funder submissions.
- **Scientific nominations:** Management of science academy award nominations and identification of potential funding opportunities.
- **Research evaluation and rating:** Support for NRF research evaluation and rating applications.
- **Research group accreditation:** Administration of UCT's research grouping accreditation process, including periodic reviews and committee servicing.
- **Research publications and subsidy:** Coordination of accredited research publication submissions to DHET, including training and workshops for Faculty and Departmental Coordinators.
- **Creative research outputs:** Management of creative research output submissions to DHET.
- **Database and systems management:** Oversight of database management, reporting, financial administration and system support related to the above functions

INTERNATIONAL GRANTS HUB (IGH)



The International Grants Hub (IGH) supports researchers in sourcing and securing international funding and navigating complex international funding requirements.



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Key Services

- **Proposal development:** Writing support, strategic content advice, editing, proofreading and mock interviews for shortlisted applicants.
- **Proposal-specific guidance:** Guidance on budget preparation, funder guidelines and liaising with funders for clarifications.
- **Collaboration co-ordination:** Assistance with integrating inputs from multiple collaborators on proposals.
- **Funding identification:** Help in finding suitable international funding opportunities.
- **Submission process support:** Expert advice on proposal submission processes.
- **UCT internal processes:** Guidance on UCT's internal submission requirements for international funders.
- **Training and faculty-specific guidance:** Tailored training sessions based on faculty and career stage.
- **Proposal review:** Processing and reviewing proposals for non-FHS applicants for South African Medical Research Council (SAMRC), Poliomyelitis Research Foundation (PRF) and Oppenheimer Memorial Trust (OMT) funding opportunities.

Postgraduate Funding Office (PGFO)



The Postgraduate Funding Office (PGFO) helps postgraduate students and postdoctoral research fellows secure funding opportunities by offering end-to-end support in the application process.

The PGFO comprises three specialised teams:

- General Awards Team
- NRF and Research Awards Team
- Info, Fellowship and Development Team

These teams provide comprehensive support throughout the funding application process, ensuring postgraduate students and postdoctoral research fellows have the necessary resources and guidance to secure funding and advance their academic careers.

Key Services

- **Funder engagement:** Liaising with funding organisations to clarify requirements and ensure accurate submissions.
- **Funding calls dissemination:** Drafting and distributing funding opportunities.
- **Consultations:** One-on-one guidance for postgraduate students on funding sources and competitive applications.
- **Submission process support:** Assistance with application submission and compliance.
- **Internal UCT processes:** Guidance on UCT's internal funding submission requirements.
- **Departmental scholarships and training:** Support for setting up scholarships and providing targeted training.
- **Selection co-ordination:** Organising selection meetings for scholarships and awards.
- **Scholarship nominations:** Nominating postgraduate students for scholarships and awards.

GLOBAL STRATEGY AND VISIBILITY (GSV)



The Global Strategy and Visibility (GSV) unit plays a key role in enhancing UCT's international research profile and strengthening communication around the university's research endeavours.

While it does not provide direct services to researchers, GSV supports institutional-level global engagements, facilitates strategic research partnerships and manages research-related communication and marketing efforts. Its work contributes to raising the visibility of UCT's research on a global scale.

Key Services

- **International research partnerships and networks:** Facilitates global collaborations to expand research opportunities and impact.
- **Inter-disciplinary research support:** Assists in developing cross-disciplinary research initiatives.
- **Research communication and marketing:** Promotes UCT's research achievements through targeted communication strategies.



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POSTGRADUATE STUDIES AND RESEARCHER DEVELOPMENT (PSRD)



The Postgraduate Studies and Researcher Development (PSRD) team provides holistic support to postgraduate students and early-career researchers, focusing on academic, professional and personal development to help them succeed in their fields.

Key Services

- **Postgraduate student support:** Offers guidance on academic progress, career development and orientation.
- **Researcher development programmes:** Conducts workshops and training on research methodologies, grant writing, academic writing and career planning.
- **Mentorship programmes:** Connects students and early-career researchers with senior academics for guidance and career support.
- **Research networking opportunities:** Organises conferences, symposia and events to foster collaborations and opportunities.
- **Professional development resources:** Provides training in leadership, project management and public speaking.
- **Research funding guidance:** Assists with identifying and applying for postgraduate and early-career research funding.
- **Personal development support:** Offers resources for managing stress, work-life balance and academic pressures.

eRESEARCH



The eResearch team supports computational and data-intensive research at UCT, providing expertise and technology solutions across the research lifecycle.

By connecting researchers to the right systems and services, eResearch enhances research efficiency and impact.

Key Services

- **Workshops and training:** Conducts bi-annual sessions in support of the Emerging Researcher Programme (ERP) and ad-hoc workshops tailored to the specific needs of researchers and faculties, covering research data management, emerging technologies and digital tools.
- **Research consultancy:** Advises on data management plans, grant proposals and budget planning for research infrastructure.
- **Technology and platform support:** Assists researchers in accessing and using hardware, software and collaborative platforms.
- **High-performance computing:** Manages computational infrastructure to support high-performance computing and cloud-based data-intensive research
- **Data visualisation and discovery:** Supports researchers in analysing and sharing data effectively.
- **Open Science initiatives:** Facilitates open-access publishing and data-sharing platforms.
- **Research integrity tools:** Provides plagiarism detection and compliance guidance.
- **Data protection and compliance:** Advises on securing sensitive data and adhering to the Protection of Personal Information Act (POPIA), General Data Protection Regulations (GDPR) and other data protection policies.
- **Digital scholarship support:** Provides guidance on tools and services for digital research, including Geographic Information Systems (GIS) and Digital Humanities.
- **Scientific communication support:** Manages interoperable repository platforms to assist researchers in enhancing research visibility and public engagement.

RESEARCH SYSTEMS



The Research Systems unit provides services to the research community at UCT, ensuring that ICT-based research administration systems are streamlined, integrated with key administrative systems, and aligned with business needs.



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The unit works across departments, including the Research Office (RO), Postgraduate Studies, International Academic Programmes Office (IAPO) and Research Contracts & Innovation (RC&I) to support research operations, system management and future research needs.

Key Services

- **eRA system support:** Supports system queries, provides training and facilitates development requests related to UCT's electronic Research Administration (eRA) system, which includes the Emerging Researcher Programme (ERP), Publication Count and Conference Travel.
- **REDCap support:** Offers system support for online survey and database management tools.
- **iThenticate support** provides system support to Researchers for plagiarism software.
- **ICT system integration:** Ensures research-related systems integrate seamlessly with UCT's broader ICT infrastructure.
- **Business systems leadership:** Leads the development of research-related business systems.
- **System management and coordination:** Oversees the management of research administrative systems, ensuring alignment with UCT's Research Strategy.
- **Research collaboration support:** Facilitate the development of systems that facilitate student mobility and researcher collaboration across disciplines and institutions

OFFICE OF RESEARCH INTEGRITY (ORI)



The Office of Research Integrity (ORI) ensures ethical research practices, regulatory compliance and responsible conduct in research at UCT.

Key Services

- **Research integrity guidance:** Advises researchers on ethical and integrity best practices.
- **Institutional leadership support:** Provides policy guidance to UCT leadership on matters of research ethics and integrity.
- **Committee support:** Services UCT's Senate-level ethics oversight committees.
- **Research Misconduct, Integrity, Ethics and Biosafety Policy Development:** Implements and updates research integrity policies in compliance with global research standards and trends.
- **Annual Progress Reports (APRs):** ORI submits APRs to the Institutional Biosafety Committee (IBC) and Inter-Faculty Human Research Ethics Committee (IFHREC) to request approval extensions or closures on behalf of researchers
- **Conflict of interest management:** If research-related COIs are identified, advises researchers on declaring and managing these.
- **Research misconduct resolution:** Supports investigations into allegations of research misconduct, via the two constituted committees, the Preliminary Informal Enquiry (PIE committee) and the Special Investigations Committee (SIC).
- **Authorship and publication best practice:** Provides guidance on authorship disputes and other questionable research practices.
- **Research participant access:** Guides external researchers on accessing UCT staff and students for research.
- **Training in Responsible Conduct of Research (RCR):** Provides training and educational resources to researchers to promote responsible research practices
- **Legal compliance assistance:** Helps researchers secure necessary permits from relevant authorities for compliance e.g. Section 20 permits from the Department of Agriculture.
- **Animal research oversight:** Supports applications for authorisation of specific procedures to be practiced in animal research.
 - Guides researchers through the process of obtaining authorisation for animal research procedures from the South African Veterinary Council.
 - Plays a key role in revision and development of policy related to animal research.
- **Vet Inspections:** Supports the Senate Animal Ethics Committee with the facilitation of veterinary inspections to ensure compliance with animal research ethics.
- **Research fairness initiatives:** Leads projects promoting responsible and fair research practices.



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- **Committee participation and advice:** Serves on various institutional committees, providing expertise on ethical and responsible research practices.
- **eRA ethics module:** Collaborates with the Research Systems team to develop and implement ethics modules within UCT's electronic Research Administration (eRA) system.
- **POPIA implementation support:** Supports the implementation of the Protection of Personal Information Act (POPIA) in research. ORI Director currently Chairs the Research Data Privacy Working group.

RESEARCH FINANCE AND OPERATIONS

The Research Finance and Operations unit at UCT provides critical financial and operational support to the university's research activities. While its functions are primarily administrative and not researcher-facing, they play a key role in ensuring the smooth financial management of research projects.

Key Services

- **Financial planning and budgeting:** Develops and manages financial plans to optimise resource allocation for research initiatives.
- **Financial analysis and reporting:** Conducts financial evaluations and prepares reports to track and assess research project performance.
- **Financial administration and coordination:** Oversees financial operations to ensure compliance with UCT policies and funder requirements.
- **Space management:** Allocates and manages research spaces to support optimal utilisation of facilities.
- **Health and safety liaison:** Ensures compliance with health and safety regulations within research environments.

Research Contracts and Innovation (RC&I)



The Research Contracts and Innovation (RC&I) office manages the legal and commercial aspects of research at UCT.

The Contracts Management team oversees research agreements to ensure compliance with legal and institutional policies, while the Innovation team supports intellectual property (IP) protection and commercialisation.

CONTRACTS MANAGEMENT SERVICES



- **Contract negotiation and management:** Drafts, negotiates and oversees research-related contracts, including MOUs, consultancy agreements and industry partnerships.
- **Contract compliance :** Ensures contracts align with UCT's policies, research objectives, funder regulations and legal requirements.
- **Due diligence:** Provides advise on due diligence processes.
- **Approval and authorisation:** Facilitates contract approvals in line with UCT's governance structures.

INNOVATION SERVICES



- **Intellectual property (IP) protection:** Supports researchers in patenting, trademarking and securing IP rights.
- **Commercialisation of research:** Assists in licensing technologies, securing seed funding and forming research-based companies.
- **Market analysis and investment support:** Evaluates commercial viability and assists in securing funding for research innovations.
- **IP policy guidance and dispute resolution:** Provides expertise on UCT's IP policies and helps resolve related conflicts.



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Central Research Finance (CRF)



The Central Research Finance (CRF) division oversees the financial administration of research projects, particularly those funded by government agencies such as the National Research Foundation (NRF) and the Medical Research Council (MRC). CRF ensures compliance with funder requirements and supports research finance functions across faculties and research units.

GOVERNMENT AGENCY HUB

Focuses on government funding mostly from the NRF and MRC.

- **Fund setup and maintenance:** Manages SAP fund accounts (open, maintain, close, manage fund attributes).
- **Budget and transaction monitoring:** Loads approved budgets, reviews and approves financial transactions and ensures compliance with funder guidelines.
- **Expenditure claims and income tracking:** Prepares funder expense claims and monitors income received/receivable.
- **Reporting:** Prepares, circulates and interprets financial reports.
- **Advisory and training:** Provides financial guidance to researchers and faculty finance teams.
- **Risk management:** Handles tax, forex, and compliance risks for government funded research projects.

RESEARCH FINANCE

- **Costing and pricing:** Assists with research costing, indirect cost recovery and financial sustainability planning.
- **Analytics and reporting:** Prepares financial reports for funders, auditors and internal management.
- **Audit preparation and risk mitigation:** Provides guidance on financial risks, including tax and forex, oversees audit preparation and procurement and manages due diligence to ensure compliance and mitigate potential financial issues.

Faculty of Health Sciences Research Office

The Faculty of Health Sciences Research Office supports faculty researchers with research administration, funding applications, compliance and strategic initiatives. It consists of 3 units (1) Research Intelligence (2) Research Diligence and (3) Research Development.

RESEARCH INTELLIGENCE



The Research Intelligence unit enhances the Faculty of Health Science's research capabilities by managing internal funding schemes, ensuring compliance with funding requirements and supporting statutory reporting. Key activities include:

- **Internal funding administration:** Manages faculty-specific research funding and postdoctoral fellowships.
- **Statutory reporting and compliance:** Ensures adherence to research output reporting requirements by submitting FHS research output data to the relevant departments and the university's Research Office.
- **Research committee support:** Manages research-related committees responsible for distributing internal Faculty Research Committee (FRC) research funding.
- **FRC application support:** Helps researchers prepare FRC funding applications and improve their competitiveness through guided support.
- **Publication management:** Captures and analyses research outputs for quality assurance.
- **Funder and government reporting:** Prepares financial and research impact reports for external funder and government agencies.



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RESEARCH DILIGENCE

The Research Diligence unit provides day-to-day administrative support for ethics and biosafety compliance in health science-related research.

The unit consists of two teams:

1. Human research ethics



2a. Animal ethics, and



2b. Biosafety



Key Services

- **Human Research Ethics Committee (HREC) application support:** Assists with applications for ethical approval of human research studies.
- **Animal Research Ethics Committee (AREC) application support:** Guides researchers through the approval process for animal research studies.
- **Faculty Biosafety Committee (FBC) support:** Processes biosafety approval applications and ensures compliance with biosafety regulations.
- **Ethics and biosafety approvals:** Manages application submissions, processing and tracking to ensure regulatory compliance and efficient and timely approvals.
- **Research ethics guidance:** Provides support on submission requirements, documentation and queries, helping researchers and students navigate the ethical and safety approval process.

RESEARCH DEVELOPMENT



The Research Development team supports Faculty Health Sciences researchers in sourcing and securing suitable research funding for both national and international funders. The unit also supports the visibility of research within the faculty.

Key Services

- **Proposal development:** Assists with writing, editing, proof reading, strategic advise on proposal content, budget development, funder engagement and coordinating input from multiple collaborators.
- **Internal submission guidance:** Ensures adherence to UCT's internal research application processes.
- **Research communications:** Promotes faculty research initiatives and shares key information both within the faculty and externally.

Clinical Research Centre (CRC)



The Clinical Research Centre (CRC) facilitates clinical trials and research activities, providing operational support and dedicated research facilities.

Key Services

- **Clinical research support:** Guides researchers through study design, funding acquisition and publication ensuring they are well structured and adhere to scientific standards.
- **Operational assistance:** Supports operational aspects of clinical research including data management, project and quality management, regulatory approvals, and resolving pharmacy related issues.
- **Research infrastructure:** Provides access to consultation rooms, a 24-bed research ward, outpatient consultation rooms, a pharmacy, laboratory facilities and meeting rooms.



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SUPPLEMENTARY RESEARCH SUPPORT FUNCTIONS

The following offices provide essential support to both teaching and learning as well as research activities at UCT. While they are not exclusively dedicated to research, their services play a crucial role in facilitating research operations, compliance, and administration.

International Academic Programmes Offices (IAPO)



The International Academic Programmes Office (IAPO) serves as UCT's central hub for internationalisation, providing comprehensive support to international students and facilitating global academic partnerships.

Key Services

- **Immigration guidance:** Advises on immigration regulations and assists international students with study visa applications and renewals.
- **Orientation and induction:** Hosts an orientation programme to help international students adjust to life in Cape Town and navigate academic and social support services.
- **Visa and immigration clearance:** Administers the mandatory clearance process for international students before registration.
- **Fee collection:** Manages the collection of academic fees from international students and oversees invoicing under inter-institutional agreements.
- **International partnerships:** Establishes and maintains global academic partnerships, including agreements for student exchanges and customised learning programmes.
- **Exchange programmes:** Facilitates the selection of inbound and outbound exchange students under international exchange agreements.
- **African collaborations:** Manages bilateral and multilateral academic collaboration initiatives with other African universities.
- **Scholarship administration:** Administers the Mastercard Foundation Scholarship Programme, supporting students benefiting from this funding.

Debtors Department



The Debtors Department is responsible for managing accounts receivable, ensuring accurate billing and timely collection of funds related to research, foreign, commercial and ad-hoc debtors. It is the only unit authorised to issue invoices on behalf of UCT and plays a critical role in maintaining financial accuracy and compliance.

Key Services for research

- **Age analysis:** Conducts detailed debt analyses for each faculty's research-related accounts to track outstanding balances.
- **Invoicing and credit notes:** Processes invoices and credit notes on behalf of researchers, ensuring correct financial transactions.
- **Account maintenance:** Maintains accurate debtor accounts to reflect financial standings.
- **Debt follow-up:** Pursues outstanding payments to ensure timely collections.
- **Researcher support:** Assists researchers with completing and verifying forms to raise invoices (SD006 and SD007), ensuring accuracy in customer details, VAT status, cost recovery and compliance with UCT's electronic Research Administration (eRA) system.
- **SAP sales orders:** Loads sales orders into UCT's SAP system to streamline financial processing

Procurement and Payment Services (PPS)



The Procurement and Payment Services (PPS) department facilitates efficient procurement, vendor relations and financial transactions, ensuring compliance with UCT's policies. PPS supports researchers and staff in acquiring goods, services and travel arrangements while managing procurement processes.



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Key Services

- **Sourcing and tendering:** Procures goods and services that offer optimal value while managing ethical and transparent tendering processes.
- **Invoice processing:** Handles local and international invoices to ensure timely and accurate payments.
- **Procurement card (P-Card) administration:** Manages procurement cards to streamline small-scale purchases.
- **Travel bookings:** Assists with travel arrangements through the eTravel online portal and travel management partners.
- **Vendor management:** Maintains a database of preferred vendors, ensuring compliance with UCT's procurement policies.
- **Policy guidance:** Provides procurement policy guidelines to align with UCT's financial and regulatory requirements.
- **Furniture reallocation and disposal:** Oversees the redistribution and disposal of furniture to support sustainability initiatives.

General Ledger (Ledgers) Department



The General Ledger (Ledgers) Department is responsible for journal processing and fund maintenance. Researchers do not engage with Ledgers directly.

Key Services

- **Journal processing:** Processes journal entries submitted, to ensure departments are able to keep accurate financial records.
- **Fund management:** Responsible for SAP fund creation and maintenance requests submitted, to enable departments to properly track financial resources.

Human Resources (HR)



The Human Resources (HR) Department manages, facilitates and advises on employment-related matters for all staff at UCT.

The first point of call for research units is the HR Client Services team, each Faculty having one or more dedicated HR Business Partners (HRBPs) who supports both line and staff in all employment related matters.

A number of other specialised HR units support the HR Client Services Team, or manage university wide HR processes:

- **Employee Relations:** Oversees employment law and labour relations matters.
- **HR Analytics, Risk, Systems & Payroll:** Manages HR data, systems and payroll.
- **Organisational Development & Effectiveness:** Oversees learning and development, organisational design, recruitment and organisational development.
- **Staff Wellbeing & Reward:** Oversees compensation, benefits, staff wellness, appointments, healthcare and social assistance.

Together, they support research line and staff in the following ways:

- **Organisational design:** Advising on structure and position design and grades.
- **Recruitment, selection and appointment:** Facilitating recruitment, selection and appointment processes, including advertising and assessments.
- **Onboarding and engagement:** Providing resources for the onboarding and induction of new staff, and the ongoing engagement of staff.
- **Talent management, planning, and development:** Providing resources and information on training and development activities, career development and succession management.



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- **Performance management:** Facilitating performance management, promotion and reward processes.
- **Employee relations and support:** Assisting with labour relations issues such as grievances or disciplinary matters, contractual matters and union relationships.
- **Administration and payroll:** Running HR systems, keeping employee records and running payroll.
- **Compensation and benefits:** Managing remuneration and benefit structures.
- **Staff wellness:** Supporting staff through social assistance and wellness programmes.
- **Exits and offboarding:** Facilitating exits, including leave payouts.

- **Executive fundraising support:** Assists senior UCT leadership in philanthropic fundraising.
- **Alumni relations:** Builds an engaged global alumni network through events, mentorship and outreach.
- **Digital engagement:** Maintains alumni databases, social media and the UCT Alumni News publication.

Development and Alumni Department (DAD)



The Development and Alumni Department (DAD) strengthens relationships with donors, alumni and philanthropic partners to secure funding and advance UCT's strategic objectives.

Key Services

- **Fundraising:** Raises donations from corporates, foundations, trusts and individuals.
- **Donor stewardship:** Maintains and strengthens relationships with existing donors and ensures contractual compliance.
- **Prospect research:** Identifies potential funders and giving opportunities.
- **Proposal development:** Assists in drafting funding proposals for institutional fundraising efforts.
- **Donor engagement and communications:** Organises fundraising events, donor publications and campaign and manages donor outreach through emails and campaigns.
- **Financial processing:** Ensures timely processing of donations and issuing of Section 18A tax certificates.

Information and Communication Technology Services (ICTS)



The Information and Communication Technology Services (ICTS) department provides essential digital infrastructure and IT support to the university, including specialised services that directly benefit the research community.

Key Research Services

- **Research computing support:** In collaboration with eResearch, ICTS provides advanced computing solutions for managing, processing and storing research data.
- **High-Performance Computing (HPC):** Enables complex data analyses and computational research.
- **Data management:** Offers storage solutions, backup services and data management planning.
- **Specialised research software support:** Provides software licensing, training and optimisation for specialised research software.
- **Network and connectivity:** Ensures robust and secure network infrastructure to support research collaborations both within UCT and with other institutions.



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Libraries



Libraries provide extensive resources and support services for scholarly activities.

Key Services

- **Research Data Management (RDM):** Supports researchers in managing research data ensuring compliance with institutional and funder requirements.
- **Digital scholarship services:** Guides scholars in digital research methodologies and the use of digital tools in scholarly work.
- **Geographic Information Systems (GIS):** Provides GIS tools for spatial data analysis.
- **Open access repositories:** Administers OpenUCT and ZivaHub for scholarly research outputs.
- **Virtual research support:** Supports research activities through virtual consultations and support sessions.
- **Subject librarian consultations:** Offers specialised librarian expertise to support research across disciplines.
- **Library publishing services:** Supports scholarly publishing, including collaboration with UCT Press.
- **Access to databases and collections:** Provides extensive digital and print resources.

Legal Services



The Legal Services Department, a section within the Office of the Registrar, provides in-house legal support for contracts and compliance. Research Contracts and Innovation (RC&I) provides specialised assistance in managing research contracts and intellectual property (IP) matters.

Legal Services may become involved in research contracts if disputes or legal issues arise that fall outside the scope of RC&I's responsibilities. Researchers do not engage with Legal Services directly.

Key Research Services

- **Legal guidance:** Assists university management with legal matters related to university affairs.
- **Contract drafting and review:** Supports contract negotiations (not for research or HR matters).
- **Legislative updates:** Keeps researchers informed on legal developments affecting university operations.

Treasury

The Treasury Department plays a crucial role in managing the university's financial assets and liabilities, ensuring optimal liquidity and mitigating financial risks.

While the department's primary responsibilities include cash management, investment oversight and debt administration, its direct interaction with individual researchers is limited.

However, by maintaining the university's financial stability, the Treasury Department indirectly supports the broader research community by ensuring that funds are available for research initiatives and that financial operations run smoothly.