

## MoU Approval process

### MoU request (Form C) to be completed by project lead

The forms are reviewed annually and can be found at <https://www.liverpool.ac.uk/aqsd/collaborative-provision/policies-and-procedures/>  
Projects which may come under Export Control legislation should be referred to the Export Control Officer [exportcontrol@liverpool.ac.uk](mailto:exportcontrol@liverpool.ac.uk). The advice provided should be included in the submission to DDP. Information relating to Export Control legislation can be found at <https://www.liverpool.ac.uk/legal/exportcontrols/>



**Project lead requests approval from the Faculty EPVC or designate and Dean of School / Institute following the process in place within the Faculty.**



**Form C submitted to the Secretary to the Due Diligence Panel (DDP)  
Gill Murphy, [gmurphy@liverpool.ac.uk](mailto:gmurphy@liverpool.ac.uk)**

If the arrangement will not use the standard MoU template, the project lead can include the MoU with Form C for further advice from the representative from Legal and Governance during the meeting. Alternatively, non standard MoUs should be reviewed by the Legal Team outside of the meeting before signing.



**For partnerships in China, the name of the proposed partner is notified to XJTLU by AQSD**



**DDP will review the information provided in Form C, and approve the request for an MoU, request further information or reject**



**Once DDP has approved the request, and the Legal Team have reviewed the MoU (non-standard MoUs) the MoU may be signed by the Faculty EPVC (or designate) or VC as appropriate.**

The process of signing the MoU is usually managed by the project lead.  
If the MoU is to be signed with a translation, the accuracy must be verified prior to signature.  
A copy of the fully signed MoU to be shared with the Secretary to DDP, Gill Murphy