

Setting up contracts with policy organisations to host academics as Policy Fellows can be **time and resource intensive**.



Take a look at our guidance on the steps to set up a Policy Fellowship contract.



**Capabilities in Academic
Policy Engagement**

Professional services staff
are crucial in the process of
contract negotiation.

Their role is to:



Determine who needs to be
involved within the university

Ensure appropriate approvals are sought

Highlight relevant clauses to relevant parties

Keep communication lines open throughout

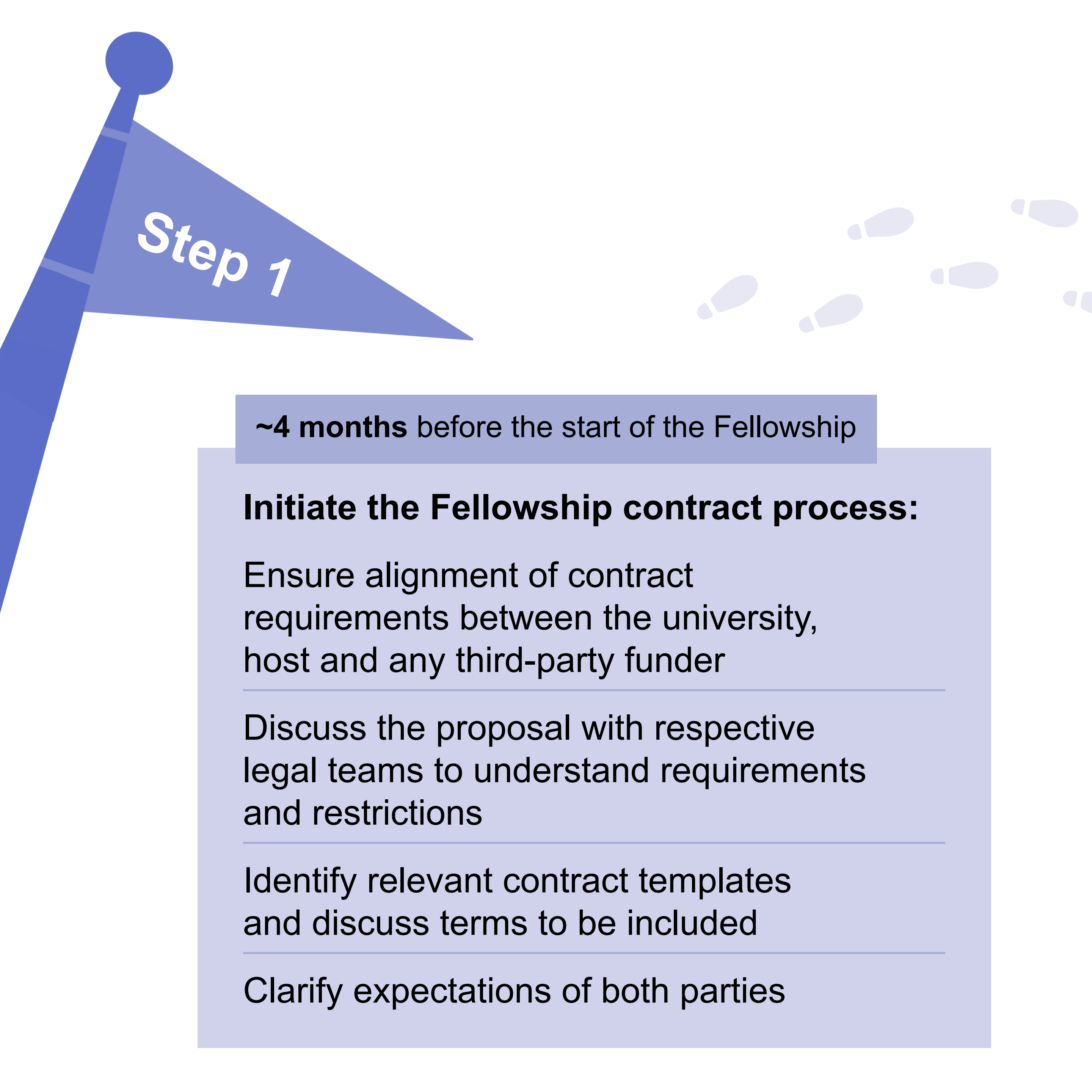
Liaise with decision-makers to confirm terms

Secure signatories from all parties



6 steps

to cover in the **5 months** before a
Policy Fellowship starts to ensure
your contract is ready to go



Step 1

~4 months before the start of the Fellowship

Initiate the Fellowship contract process:

Ensure alignment of contract requirements between the university, host and any third-party funder

Discuss the proposal with respective legal teams to understand requirements and restrictions

Identify relevant contract templates and discuss terms to be included

Clarify expectations of both parties

Step 2

~3 months before the start of the Fellowship

Develop the scope of the Policy Fellowship with the policy partner

Confirm funding arrangements

Confirm if security clearance is needed

Step 3

~3 months before the start of the Fellowship

Confirm terms in contract

Consider negotiation points: insurance, confidentiality, rights to publication, liability, and intellectual property



Step 4

~2-3 months before the start of the Fellowship

Confirm contract template to be used

Confirm any amendments needed

Expect a couple of months of going back and forth between organisations



Step 5

~2-3 months before the start of the Fellowship

Advertise the opportunity

Recruit the Policy Fellow



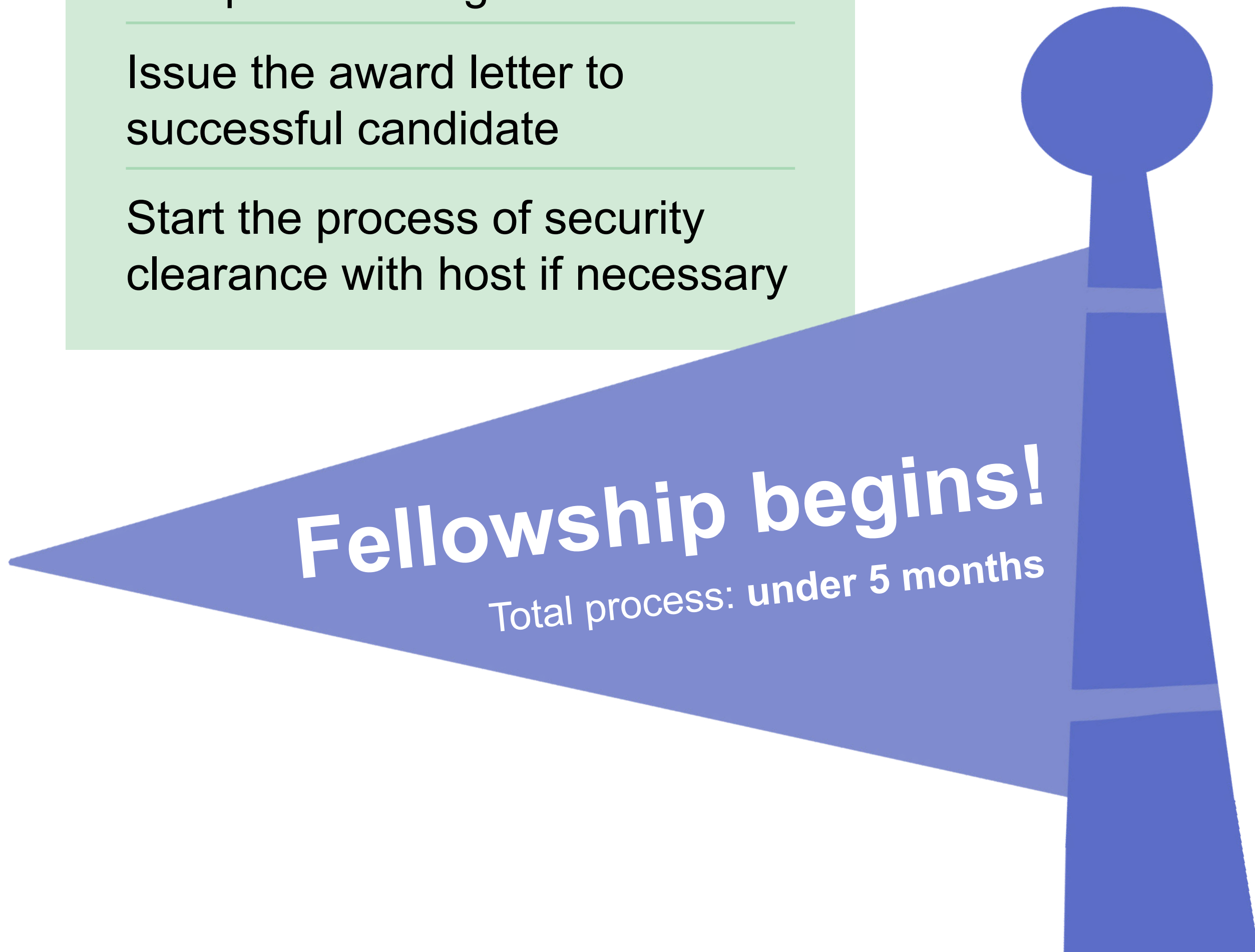
Step 6

3 weeks before the
start of the Fellowship

Complete and sign the contract

Issue the award letter to
successful candidate

Start the process of security
clearance with host if necessary



Fellowship begins!

Total process: under 5 months