5.1   LSHTM is responsible for ensuring that monitoring process are in place to effectively monitor collaborators during the course of the research project(s).

5.2   As noted in section 4 above, LSHTM conducts interim due diligence on existing collaborators to monitor and reassess the collaborators academic, financial and legal ability to continue to collaborate with LSHTM on research projects.

5.3   LSHTM also undertake collaborator (sub-recipient) monitoring. The purpose of the collaborator monitoring is for the relevant Project Team to monitor and report to LSHTM on the collaborator   performance of the research project and subgrantee financial report.

5.4   The Project Team is expected to monitor each sub-award during the course of the research project. Upon receipt of the subgrantee financial report from the collaborators, Project Team is expected to complete a collaborator (sub-recipient) monitoring checklist for all collaborators at least quarterly or as per to the agreed terms of the collaborator contractual agreement.

5.5   The Project Administrators from the Project Team is required to save the collaborator (sub-recipient) monitoring checklist and the subgrantee financial report within Agresso document archive before approving to release payment to the collaborator.

Due diligence and collaborator monitoring is divided amongst the following:

6.1
   ‹   Make contact with the collaborator and send a request for information required to undertake the assessment
   ‹   Ensure completeness of the information provided
   ‹   If after sending reminders critical information has still not been provided as per the assessment absolutes of the   , inform the Deputy Finance Director as well as the relevant Research Contracts Manager (RCM) within RO, and classify the collaborator

- ‹ Update the database with the collaborator monitoring results as provided by the Project Team
- ‹ Perform Interim Due Diligence and light touch Due Diligence where deemed appropriate according to section 4 above
- ‹ Update the database reflecting any change in the risk rating of the collaborator

6.2

- ‹ At Letter of Intent (LOI) stage the Research Funding Team will raise awareness for the potential need for due diligence to be carried out on any partners/collaborators
- ‹ At pFACT financial assessment stage the Research Funding Team will notify the PI and Project team of any potential Due Diligence requirements for partners/collaborators
- ‹

- ‹ Completion and submission of the Internal Due Diligence Request Form on ServiceDesk showing basic information about the contracting collaborator under consideration
- ‹ Monitor each sub-award at least quarterly or as per to the collaborator contractual agreement by;
  - having the PA assess and document timeliness, correctness, accuracy, and completion of invoices and financial reports noting any findings using the

  - having the PI assess and document whether project expenditure, progress, and performance are in line with expectations using the

  - investigating significant plan and budget variances through supporting evidence, and increasing the frequency of reviews if necessary and informing Research Finance Officer
- ‹ PA to save the
                        and the financial report on the
  before seeking approval to release the scheduled payment(s) to the collaborator
- ‹ For High risk collaborators, PA to notify and send a copy of the Sub-recipient Monitoring Financial and Project Report Checklist upon completion and saving on
                                    to   the   Due   Diligence   Analyst
  duediligence@lshtm.ac.uk

l   Deputy Finance Director and Research Services Manager or Head of Research Operations.

- ‹ Financial Inputs and Outputs
- ‹ Internal Score Sheet

9.3   Monitoring Template (for Internal Use)

- ‹ Collaborator (Sub-Recipient) Project and Financial Report Checklist
- ‹ Collaborator Monitoring Record Trail
- ‹ Monitoring Tracker

9.4   Guidance Notes

- ‹ Project Team Guidance Note for Due Diligence (for Internal Use)
- ‹ Collaborator (Sub-recipient) vs Contractor Guidance (for Internal Use)
- ‹ Research Operations Procedure Note for Due Diligence (for Internal Use)
- ‹ Guidance Note for Monitoring Collaborators (for Internal Use)