

## Developing a Collaborative Link - Risk Assessment Tool

1. Regardless of the nature of the collaboration, you should make use of the following pro-forma at an early stage in your discussions to help assess any potential risks associated with your link. Where more complex arrangements are proposed, i.e. those which require the approval of Senate, you should submit a completed risk assessment form to the Academic Collaborations Office along with your Collaboration Proposal Form.
2. It is recognised that at this early stage available information may be rather limited. However, the assessment can help inform early discussions within your School/Research Institute.
3. A template is provided for the assessment based on the levels of risk outlined below. This is one element in helping a School/RI to decide whether to explore the proposal further. It is not intended that this serves to provide a definitive position on whether or not a proposal should be considered. Thus, a low risk initiative may be rejected (for example on commercial grounds) whilst a high risk initiative may be explored further (for example on the basis of its potential).
4. If you have any questions regarding this pro-forma please contact the Academic Collaborations Office.

Risks are scored as follows:

Level of Risk	Score
Low	1
Low to Medium	2
Medium to High	3
High Risk	4

Overall Risk	Score
Low Risk	16-27
Medium Risk	28-38
High Risk	39-50

### Notes

1. The overall total score of any proposal will lie between 16 (min) and 50 (max), with a 'rule of thumb' range of 16-27 regarded as 'low risk'; 28-38 as 'medium risk'; and 39-50 as 'high risk'.
2. The partner's role and resources are regarded as significant factors in the assessment of risk, so particular attention is paid to these.