# Worktribe Status Guide

RKEC will soon be changing the way in which it uses Worktribe. The main aims of these changes are threefold: 1) to make Worktribe as useful a resource as possible in relation to where your particular contract happens to be in the overall process. 2) to align R-coded and non-R-coded matters insofar as this is possible. 3) to remove inefficiencies from the current process, so that we are able to turn around contracts quicker, but with the level of diligence required. With these aims in mind we have created the guidance below to let you know what the status of a contract request in Worktribe means in our new process and how this informs you of where your contract is currently up to. In the below, each of the possible statuses in Worktribe are in bold and underlined, with an explanation of what these will mean in our new process for each. We are also asking that both R and non-R matters be submitted in the same way (to help us achieve point 2 above) meaning that all requests will now be submitted in the same manner as departments currently submit non-R matters; into the Allocation pool to be picked up by RKEC.

Initiating - a record is being set up by the department or RGO and should be submitted to RKEC as soon as RKEC is required to take action on the matter. Matters should be set up by initiators in accordance with our Instructing the Research and Knowledge Exchange Contracts Team document. Please note that going forward, all contract related documents will be added to the Documents tab and, from June, we will no longer be using Google Drive for contract-related documents. Please could all relevant documents and emails be added to the documents tab during this initiation stage, so that RKEC have all the necessary information to be able to draft/review the contract.

Initiating by

Allocation - once submitted by the department or RGO, matters drop into Allocation and are picked up by the member of RKEC in whose portfolio they sit, according to the portfolios detailed on our webpage.

Allocation by

Request More Information - Where a request does not contain all the information that the RKEC Contracts Officer requires in order to review or draft the contract, the Contracts Officer may 'Request More Information'. When this is done, the RKEC member in question will populate a box in Worktribe stating what more is required in order for RKEC to action the request. This will then go back to the initiator and project lead and both will receive an email notification of this if they have Worktribe notification set up, to add the extra information requested. While a request is back with the initiator and project lead, its status will revert to Initiating and will need to be submitted to RKEC again once the necessary information has been added to the request.

The RKEC Admin team will create a search, to be run weekly, where requests of 5 days old or more that have been returned to Request More Information will be flagged and these will

be chased for the requested information by the RKEC Admin team. We will chase for this further information three times, at which point we will move the record to Not Progressing.

In Review - The matter has now been picked up by the RKEC member, who will set the contract type and activity type, and is in their workflow, pending first action from RKEC (either first review or initial draft). After a first review or draft has been carried out by RKEC, RKEC will change the status from In Review to Awaiting Response.

In Review by

Awaiting Response - The matter is with someone outside of RKEC, either internally within York, or externally with a partner. When a member of RKEC changes the status to Awaiting Response, a note will also be added to the Worktribe record in the Awaiting Response From field ('Details' tab), to say who this is. Awaiting Response will also be used where we are awaiting signatures from outside parties, with a note in the Awaiting Response From field to that effect. Please note that signatures on all contracts will be arranged by RKEC and the signatories will be allocated according to the [university's Scheme of Delegation](#).

Awaiting Response by

Using Awaiting Response in this way will allow reminders to be used to chase up matters where we have not received a response, but now with the addition of having the function to chase matters that are out for signature outside of the university.

Where the matter is a multi-party collaboration, we will also use the Parties tab, to provide more information around which parties have replied to date and which parties we are still awaiting a response from.

In Progress - The contract is currently with RKEC for further action. When RKEC receives a response to a matter that was previously Awaiting Response, the Admin team will change the status to In Progress as soon as possible after that email has been received, so that Worktribe is as up to date as we can possibly make it.

In Progress by

Using this method, each individual Contract Officer will be able to see at a glance what their current 'to-do' list is, as this will be made up of those matters that are either In Review or In Progress. For departments and RGO, they will also be able to see if the matter is currently with RKEC or is set to Awaiting Response, with a note to tell them who we are awaiting the response from.

Pending Signature - Due to the fact that we cannot use reminders in conjunction with this status, its use will be phased out, by chasing all those matters that are currently set to Pending Signature and attempting to complete them. Going forward, this status will largely

be 'passed through', except on rare occasions where the matter is delayed pending signature internally within the university.

Pending Signature by

Fully Signed - This status adds little and is likely to be passed through on the way to Completed.

Fully Signed by

Completed - The contract is Completed and copies have been shared with all interested parties, both internal and external. A copy of the final agreement and any Schedules or Appendices has also been uploaded to Worktribe. RKEC's involvement has now finished.

Completed

Terminated - This is used in those instances where a previously signed contract has been terminated by one of the parties to it, using the termination provisions within the agreement.

Terminated

Not Proceeding - The contract has a) been confirmed to RKEC via email or on Worktribe comments as no longer going ahead, or b) for non-R coded matters, the matter has been open and with a department/PI for reply, and we have chased for a reply on three occasions (internal chasers will be set to once a week). Where either of these apply, RKEC will suspend drafting/review/negotiation and set the status to Not Proceeding. The record is preserved, in case the requirement returns, but for now the Contract Officer requests that the record be set to Not Proceeding and that they are removed as the Contract Liaison. This removes the matter from the workflow of the RKEC member. If the requirement for the contract returns, it can be moved back into the workflow and picked up according to the process detailed in this document.

Not Proceeding

Comments Tab - Whenever a status is changed in Worktribe, it automatically populates the Comments tab with the details of the change. In this way the Comments tab forms a chronology of all changes to the status of a matter in Worktribe and looking through the changes in these comments over time, while applying the rules from the different statuses detailed above, will allow departments and RGO to see the history of any Worktribe record. From June, this will be the best way to see the history of a particular contract record, as we will no longer be maintaining the Notes on Worktribe.

Where comments are added to this tab, please can the person to whom the comment is directed be included with an '@' prefix, to ensure that the person receives a notification.

| Details | Parties | Documents | Notes | Assessment | Comments |

What you can do to help us - We are making these changes to make the entire contracting process more efficient. However, to maximise this efficiency there are a few things that we kindly ask you to do, in order to help us:

- Please provide clear instructions in the Worktribe request as to what it is that you would like us to do, including providing background information that we may require in order to draft/review the contract in question.
- If there is a related Project in worktribe and/or a related contract, please use the contract entry to link these records.
- Please ensure that all relevant documentation is added to the Documents tab in Worktribe (please do not rely on telling us to refer to the Project record as we will not have certainty regarding which are the current/final versions of these documents).
- Please ensure that all details for all parties to the contract are included in the Parties tab. Including, as a minimum, the name and email address of the key contact at that party. Where this is not the case, we will have to request this information from you at a later date, slowing the process down.
- Please include the Worktribe reference number in all email correspondence to Contract Officers or the RKEC Admin Team and please always copy the research-contracts@york.ac.uk email account.