**Kick-Off meeting Agenda**

**Attendees/contributors** (as appropriate, PI is essential)

* RGC Grant Co-ordinator (Lead)
* PI
* Departmental Research Facilitator (and/or Finance Officer)
* Departmental Finance Officer (and/or Research Facilitator)
* Faculty Research Manager (Science Faculty)
* Project Administrator/Manager if appointed/available
* RDT member if involved
* OPPA team member if involved

1. Award details, confirm start and end date, budget, staff
2. Terms & Conditions – special points to note
3. Sub-contract issues, flow-through of funding, payment against claims
4. Point of contact for collaborating institutions
5. Review risk assessment (from Worktribe) – mitigating actions in place
6. Ethics - any outstanding approvals/concerns/changes
7. Approvals for Health-related research
8. HR – recruitment points to note, timesheets
9. Budget – set up, work packages, reporting requirements
10. Eligible costs
11. Exchange rates
12. Procurement
13. VAT
14. Managing expenditure, claims
15. Reviewing monthly finance reports
16. Funder reporting requirements, financial and research
17. Publication, open access, open data (e.g. EPSRC requirement for the open data statement in publications)
18. Data management plans (have DRC chairs received these at the application approval stage?)
19. Outcomes and outputs – PURE, Researchfish
20. Common pitfalls to avoid
21. All questions covered from all sides?
22. Date of 6 month follow-up meeting
23. Date of 6 months to end of project wrap up meeting (need to create a separate agenda to include data, outputs, outcomes, staffing for end of contract meeting, plans to spend remaining budget, etc.)

Notes from this meeting to be circulated to attendees.

University [Financial Regulations and Policies](https://www.york.ac.uk/staff/finance/regulations-and-policies/)