**GUIDANCE NOTES ON THE USE OF THE PLACEMENT FRAMEWORK AGREEMENT**

**When is the PFA to be used?**

* Where researchers are to be exchanged. The PFA can be used for a one-off exchange or to facilitate multiple exchanges over a period of time;
* Where the exchange is taking place between Research Performing Organisations. The PFA does not include detailed provisions relating to the management of Intellectual Property, which may be an issue where an exchange is taking place with an Industry Partner. For this reason, the PFA should not be used for an engagement with an Industry Partner;
* Where money is not being transferred between the Partners. The PFA does not include any financial provisions. Where money is being transferred, it may be more appropriate to use a collaboration agreement;
* Where there is a defined work project which the researcher will be undertaking;
* Where there will not be any change in the employment status of the visiting researcher.

**Changes to the PFA?**

No changes should be made to the text of the clauses without firstly requesting OCLA to conduct a review. If changes are not proposed, then the agreement does not need to be reviewed by OCLA.

**Approval and signing of the PFA**

The PFA should be approved by the Head of School and then submitted to HR Research for signing.