

University guide: integrating a sanctions workflow

Method for sanctions triage and partner due diligence.
Designed for integration into existing university workflows.

Identification

Trigger - When to conduct a sanctions check

Prior to the signing of any:

- New collaboration, research agreement or MoU
- New international enrolment or visiting scholar
- Co-publishing with external authors/partners
- Procurement of goods or services with international links
- Agreements for funding, or receiving donations and gifts from external parties

Open SanctionsChecklist.com

Due diligence

Search and add to checklist
all **countries** involved

all **organisations** involved

all **individuals** involved

Generate and save PDF Checklist

Action

Were any **matches** or **suspected links** to sanctioned entities found?

No

Yes

Attach PDF to internal project files and continue standard operating procedure

stop process immediately

Notify relevant risk team

- Provide PDF checklist and relevant documentation
- Do not proceed until written clearance is provided