Checklist for determining if a project is collaborative working, joint working or neither

To help identify if a project is a collaborative or joint-working project, an assessment of the project scope and aims should be undertaken, which can be supported by completing the checklist below.

If the answer to any **red** questions on the checklist is ‘No’, the project is not a collaborative or joint working arrangement, and will need to be modified before proceeding. If changes cannot be made, prospective partners should consider an alternative approach such as a research collaboration, or a donation/grant, as described in [Clause 23](https://www.pmcpa.org.uk/the-code/2021-interactive-abpi-code-of-practice/clause-23-donations-and-grants/) of the 2021 ABPI Code of Practice.

If the answer to any **amber** questions is ‘No’, this signals an issue or risk that should be addressed to encourage successful and timely project delivery.

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| **Joint working** | |  | |
| 1A. Is the main benefit of the project focused on the patient? | | **Yes**  This is a joint-working project – go to question 2 | **No**  Please go to question 1B |
| **Collaborative working** | |  | |
| 1B. Does the project aim to enhance patient care or be for the benefit of patients, or alternatively benefit the NHS and, as a minimum, maintain patient care? | | **Yes**  This is a collaborative-working project – go to question 2 | **No**  Consider another form of support |
| **Red questions** | | | |
| **2** | Do all parties acknowledge that the arrangement may benefit the NHS and company partner(s) involved?partner(s) involved? | Yes | No |
| **3** | Are any subsequent benefits at an organisational level and not specific to any individual? | Yes | No |
| **4** | Is there a significant contribution of pooled resources from all parties, which include people, finance and equipment wholly or partly dedicated to the project? | Yes | No |
| **5** | Is there a shared commitment to joint development, implementation and successful delivery? | Yes | No |
| **6** | Will anonymised, aggregated, outcome data be measured, documented and published? | Yes | No |
| **7** | Are all partners committed to publishing an executive summary of the Collaborative Working Agreement? | Yes | No |
| **8** | Are all proposed treatments involved in line with national guidance, where it exists? | Yes | No |
| **9** | Will all activities be conducted in an open and transparent manner, with appropriate governance arrangements in place to manage any conflicts of interest? | Yes | No |
| **10** | Has an exit strategy and any contingency arrangements been agreed? | Yes | No |
| **Amber questions** | | | |
| **11** | Will the project be managed by a team including representatives of industry, NHS with industry, NHS and appropriate third-party representation? | Yes | No |
| **12** | Do all parties and their respective organisations have appropriate skills capabilities and capacity to manage the project? | Yes | No |
| **13** | Have all partner organisations got clear procedures in place for reviewing and approving collaborative-working projects? | Yes | No |
| **14** | Are all parties committed to working together across the entire lifecycle of the partnership? | Yes | No |
| **15** | Are all partners clear on who within their organisation is responsible for ensuring that relevant joint working/ collaborative working documents should be certified or approved? | Yes | No |