**RESEARCH PROPOSAL**

**The Project**

This Proposal should contain a full description of the Project, clearly setting out what each party is to do (with a timetable if appropriate), and the human resources, facilities and equipment each party is to provide. Below is a list of the matters that should be covered in this Proposal. It is not exhaustive and there may be additional issues that are important to the Project.

Unless this Proposal states otherwise, all equipment bought by the University with the Financial Contribution from the Sponsor or other External Funding will belong to the University.

**Scope of the Project**

**Aims of the Project**

**Any Key Personnel to be provided by the University (including the Principal Investigator)**

**Any Key Personnel to be provided by the Sponsor (including the Sponsor's Supervisor (if any))**

**Numbers of other full and part time staff to be provided by each party**

If either party is to recruit any key personnel, and whether the approval of the other party is necessary, should be clearly stated in this Proposal.

**Students participating in the Project**

**Project Management**

**who is to act as overall project manager**

**responsibilities of project manager**

**project meetings** (frequency, location and representation of each party)

**provision of information and reports to any entity providing External Funding**

**Facilities to be provided by each party**

**Equipment to be provided by each party** (and whether, if provided for use by the other, it is donated to the other or is on loan until the end of the Project. If any equipment is on loan, this Schedule should set out responsibility for keeping it in good condition, maintaining & insuring it.)

**Where the Project is to be carried out**

**Any Background (including materials) that the Sponsor must provide**

**Any Background (including materials) that the University must provide**

**Any Background (including materials) that is to be obtained by either party from a third party**

**Whether all Background is to be kept Confidential or which Background is to be kept confidential, for instance:**

All of the Sponsor's Background [except ????] is Confidential Information.

**Anticipated outputs or Results**

**Tasks to be performed by each party** (With timetable of major milestones)