**Detailed information on a proposal for a collaborative research award.**

This template has been designed to formally record the detail of a proposal to establish a collaborative research award in partnership with another organisation. It provides the nominated coordinator with a mechanism to record the outcome of a reflective desk-top assessment of potential academic risks relating to the delivery of the proposal by the proposed partner.

1. **Nominated coordinator contact information:**
2. **The proposed partner.**

*(Name of organisation, full address, email, telephone number, web address)*

1. **Named point of contact at the proposed partner.**

*(Name of individual(s) at the partner organisation who have been involved in discussions to date)*

1. **Target approval and implementation timescale.**

*(Proposed start date, sign-off process complete)*

1. **Outline of proposal (delete as appropriate):**

**A proposed new partner organisation** (Complete all CPC1 Sections)

**Proposed new research activity** (Complete CPC1 Sections14 - 18)

*By signing a CPC1b deans of school are verifying that:*

* *the proposed partner has appropriate resources to support the academic research proposal*
* *the proposal will be developed to mitigate against any academic risk identified by the nominated coordinator*
* *the school will provide sufficient resource to support the continuing development of the proposal.*

**Dean of School: Date:**

**Detailed information on a proposal for academic research in partnership with another organisation.**

The nominated coordinator should retain all evidence used to inform the reflective desk-top assessment of a proposed partner organisation as this may be required by Collaborative Provision Committee and the Research and Innovation Office to verify the suitability of the proposed partner organisation

**FOR NEW PROPOSED PARTNER ORGANISATIONS ONLY**

1. **Summary of governance arrangements.**

 *(Ask for copies of constitution, articles of association or similar; academic regulations, student appeal and complaint procedures, etc)*

1. **Rationale for working with this organisation.**

 *(Link proposed partner mission to University and school strategic and operational plans, include any existing collaborative provision, rationale for working with a proposed new partner, etc)*

1. **Summary of partner quality and standards processes.**

 *(Ask for information on processes for setting and maintaining academic standards and for enhancing the quality of student learning – for example, developing, approving, monitoring and reviewing higher education provision; reports resulting from any external academic quality audit or review activities)*

1. **Summary of partner learning, teaching and assessment strategy.**

 *(Ask for information on higher education learning, teaching and assessment strategy)*

1. **Summary of partner student support arrangements.**

 *(Ask for information on academic support, pastoral support, student representation, provision of social and recreational facilities)*

1. **Summary of partner provision of learning resources.**

 *(Ask for information on strategic approach to allocating learning resources, information technology, library, specialist equipment, etc)*

1. **Summary of partner provision of information technology.**

 *(Ask for information on the proposed partner’s information policy, for example, operating system (XP, Windows 7, etc), default language settings, access to applications and web browsers, access to University online services (Student Portal, password manager, email, Moodle, Turnitin, Elluminate, library search, eJournals, eBooks, etc), extent of wireless connectivity, security measures (password access to desktops, secure data storage, etc), availability of compatible software (MS Office, Adobe Reader, etc), connecting guest laptops.*

1. **Copy of RIE due diligence proforma and UKRI questionnaire**

*to be completed and appended to this pro-forma*

1. **Any other relevant partner information.**

 *(Higher education prospectus, promotional material, etc)*

**FOR ALL PROPOSED PROVISION**

1. **Proposed student support arrangements.**

 *(Extent of compatibility and equity with Edinburgh-based student learning experience, pastoral support, etc)*

1. **Provision of learning resources.**

 *(Requirement for and availability of learning resources, information technology, library, specialist equipment, etc)*

1. **Summary of provision of subject specific information technology.**

 *(Ask for information on the availability of information technology to support the delivery of the proposed provision, for example, networked computer suites, etc).*

1. **Provision of administrative support.**

 *(Responsibility for in-country and Edinburgh-based administrative requirements)*

1. **Monitoring arrangements.**

 *(Responsibility for monitoring effectiveness of the research collaborative activity)*

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|  | **LOW RISK** |  | **MEDIUM RISK** |  | **HIGH RISK** |  |
| **Country of delivery** | UK. |  | Non-UK but an approved country of delivery within the University’s Internationalisation Strategy. |  | Non-UK and in a country which is not included in the University’s Internationalisation Strategy. |  |
| **Partner** | UK or existing partner organisation. |  | New partner but in an approved country of delivery within the University’s Internationalisation Strategy. |  | New partner and which is not included in the University’s Internationalisation Strategy. |  |
| **Status of partner** | Degree awarding powers. |  | Public funded educational establishment. |  | Non-educational or privately funded organisation or establishment. |  |
| **Quality assurance mechanisms** | Clearly defined and accredited within a national system. |  | Clearly defined institutional-wide system involving a level of peer review. |  | No evidence of a clearly defined institutional wide system to monitor quality and standards. |  |
| **Staff experience and qualifications** | Academic staff have experience in the support of research students and have relevant teaching / research experience. |  | Not applicable. |  | Academic staff do not have experience in the support of research students and do not have relevant teaching / research experience. |  |
| **Contact with partner to date** | Visited by nominated co-ordinator. |  | Visited by school or subject representative  |  | Visited by University or school representative  |  |
| **Student English language proficiency** | First language. |  | Second language but taught in English through secondary-level education. |  | Second language with no previous teaching delivery in English. |  |
| **Research strategy to be implemented for this proposal** | Aligned and comparable to an existing University-approved research strategy. |  | Compatible with an existing University-approved research strategy. |  | A proposed new research strategy. |  |
| **Availability of learning resources** | At least equivalent to Edinburgh-based learning resources. |  | Below University expectations and some minor investment required. |  | Below University expectations and substantial investment required. |  |
| **Low risk total (x1)** |  | **Medium risk total (x2)** |  | **High risk total (x3)** |  |

**TOTAL SCORE: OVERALL**

**INDICATION OF RISK:**

**Low risk**: = or <12 with no HIGH RISK identified. **Medium risk**: 18 or less with one element of HIGH RISK. **High risk**: >18 with more than one element of HIGH RISK.