# The Research Programme Plan

The purpose of the Research Programme Plan is to enable both parties to scope out the research that will be done during the collaboration and to understand what each party will bring to the collaboration. It should detail who will be involved, the time they will spend and the practical resources that each party will bring to allow the research to be delivered. It should include the duration and location of the research and any expected deliverables. It should also address costs and sources of funding and any in-kind payments. It should be completed and agreed by a representative from both parties. Often this will involve initial discussion and drafting by the research leads followed by review in the relevant department within each party e.g. CTO, research support office, finance, contracts etc. depending on the parties business practices.

Developing the programme plan provides a useful, and objective, basis for drafting a research contract or collaborative research agreement and for understanding the costs associated with the work. The agreed programme of work should be appended to the contract but should not be legally binding, recognising that details of the research may change during the lifetime of the project. In the event of any conflict between the plan and the Statement of Work (SOW, submitted to a funder) the SOW should prevail.

In some instances, the programme plan might also contain an overview of the industry party’s intentions for commercialisation. This is helpful to aid discussion around commercial aspirations which in turn may inform drafting of the collaboration agreement and consideration of IP strategy during the programme.

A template Research Programme Plan, which might be used as a starting point, is presented below:

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| **Key contacts** |
| RPO Principal Investigator (PI) | Name |  |
| PhoneEmail Address |  |
| RPO primary contact for the contract | Name |  |
| Position |  |
| PhoneEmail Address |  |
| Industry lead researcher | Name |  |
| PhoneEmail Address |  |
| Industry primary contact for the contract | Name |  |
| Position |  |
| PhoneEmail Address |  |
| **Research programme details** |
| Work scope | Describe the research to be undertaken and key roles and obligations for each participant. |  |
| Goals  | The main aims of the research programme. |  |
| Commencement date | State anticipated start and end date. |  |
| Completion date | State anticipated end date. |  |
| Timetable | Provide an estimated timetable of activities. |  |
| Staff | List who will work on the programme and who employs them. And where they will work. State if any elements of the research be subcontracted to third parties. Name the project managers for each of the parties.  |  |
| Are suitable contractual arrangements in place with personnel?If not, is there a suitable recruitment plan? | Yes/NoYes/No |
| Facilities | List the premises, laboratory, specialist equipment and consumables that will be needed for the Research Programme and who will supply these and who will own them. Who will insure the equipment? Will any equipment be loaned and, if so, who will insure it? |  |
| Reporting requirements | Describe how and how often progress will be reported amongst the parties and to research funders (as applicable) |  |

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| **Research programme details cont’d.** |
| Dissemination  | Describe how the results of the research will be disseminated and describe any restrictions to be imposed |  |
| **Programme costs** |
| Total Costs | Total |  |
| State cash contribution |  |
| Valuation of total industry contribution |  |
| Industry cost contribution breakdown | Industry Cash contribution |  |
| Industry in-kind contribution (list all in-kind contributions and assign value) |  |
| **Potential commercialisation** |
| Use of results and IP | Summarise in general terms how the industry party intends to use the results and knowledge gained through the research programme. For example, will this lead to: go/no decisions; further R&D within the company; improvements to processes or services; aspects or components of a commercial product etc.? Consider further work that will be needed to be done by the company to bring products or services to market, including supply chain and any sub-licensing that might be involved. Is the intended market national or international? Where? |  |