


UK Roads Liaison Group (UKRLG) Research Proforma

Pro-forma: UKRLG approval to commission a research project

SECTION A – Reference Information
A1: Project Reference.
A2: Title of research project.
A3: Sponsoring Board:
A4: Priority Ranking:
SECTION B – Strategic Fit
B1: What question(s) is the research project expected to answer/contribute to answering?
B2: Which specific business plan activities and objective(s) will the research inform?
B3: What has been done to ensure that there has been sufficient account taken of the existing knowledge base in assessing the need for this research project?
SECTION C - Imperative
C1(a): When are the findings from the research project needed?
C1(b): What is driving this timescale?
C2: What previous work has been undertaken on the subject (including internationally)?
C3: If the project is not undertaken now how might this affect the work of the sector?
C4: Can fit-for-purpose evidence be provided by alternative sources but to different timescales?
SECTION D – Impact & Evaluation
D1: What are the potential impacts of the research, and the timeframe for realising them?
D2: How is it proposed to apply the evidence from this research and realise the benefits?

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D4: Who are the key stakeholders for the research?

D5: What is your intended means to optimise the dissemination and implementation of the research results?

SECTION E – Fitness for purpose

E1(a): Have the relevant specialists been consulted in scoping out the project?

Yes No

E1(b): If yes, who and with what outcome? If no, why not?

E2: What are the main [high/very high] risks to successful delivery of the research and/or implementation of the findings? How will these be mitigated?

E3: What resources are required to manage and deliver the project? Can you confirm that these resources are available?

E4: Are there any resource implications beyond the scope of this project proposal?

SECTION F – Estimated Cost

F1(a): Have any other funding sources been approached for collaboration?

Yes No

F1(b): If yes, which ones and with what outcome? If not, why not?

F2: What is the budget for the research project? (£k, exclusive of VAT)

	2015/16	2016/17	2017/18	Total
Total expenditure:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DfT contribution:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other contribution:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SECTION G – Sign off

G1: Name of Project Officer responsible for the Project - Date
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G2: Name of Board Chair responsible for the Project – Date
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