# UR Device Outline

Guide to Policy and procedures for teaching and learning

Section 5: Programme design and development

Unit name goes here

Annex 8: Working with Partners

Partnership operational details template for proposals involving collaboration with academic or industrial partners

This template should be completed in tandem with the Business Case.

|  |  |
| --- | --- |
| Your details | |
| Name | Click here to enter text. |
| Job title | Click here to enter text. |
| School/Department | Click here to enter text. |
| Email | Click here to enter text. |
| Telephone | Click here to enter text. |

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| --- | --- |
| Collaboration/Project Partner Details | |
| Name | Click here to enter text. |
| Address | Click here to enter text. |
| Website | Click here to enter text. |
| Key contact | Click here to enter text. |
| Job title | Click here to enter text. |
| Email | Click here to enter text. |
| Telephone | Click here to enter text. |

Please provide sufficient detail in respect to each of the following areas or questions (or if it is not applicable to your project, reply N/A).

If there are different options for the delivery of this project/collaboration, please ensure that all options are set out in the following form. If necessary, attach separate documents giving analysis comparing the options, including the financial and non-financial benefits, risks and required resources/investment for these variables.

Once completed, this form must be signed by you, your Head of School/Function and your Finance Business Partner. You should attach relevant comments (eg financial modelling) to this form.

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| Brief description of the proposal | |
| Please give a brief outline of the proposal | |
| Click here to enter text. | |
| Project purpose and risk | |
| What is the purpose of the collaboration? | Click here to enter text. |
| What research or analysis have you carried out to lead you to consider that this collaboration is suitable for the University to progress? | Click here to enter text. |
| What is the University’s existing relationship with the proposed partner?  What is your existing relationship with the proposed partner? | Click here to enter text. |
| How will the collaboration work? | Click here to enter text. |
| What are the benefits to the University? | Click here to enter text. |
| What are the risks to the University? | Click here to enter text. |
| How will the success of this proposal be measured?  What does success look like? | Click here to enter text. |
| How does this project align with the University’s strategic plans? | Click here to enter text. |

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| Financial information | |
| What are the costs of setting up and running this collaboration and who will bear them? | Click here to enter text. |
| How will the collaboration be financed (eg existing resources, external grants) by the University? | Click here to enter text. |
| Will the University be asked to absorb additional internal costs? What are these? | Click here to enter text. |
| If external funding is required, has this already been secured?  If not, what steps are required to fund it? | Click here to enter text. |
| How will income and expenditure be distributed? | Click here to enter text. |
| If your proposal involves an overseas partner, have you sought initial advice on the tax implications?  Please attach any advice to this plan. | Click here to enter text. |

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| Operational plan | |
| How long will the collaboration last? Will there be an opportunity to extend it? | Click here to enter text. |
| When will it be reviewed? | Click here to enter text. |
| Where will the collaboration be carried out?  If on University premises, what will the requirements be? | Click here to enter text. |
| Are any licenses, approvals or consents required in the UK or overseas to carry out the collaboration?  If so, which party will obtain them? | Click here to enter text. |
| Will students become UoR students at any point?  If so, when? | Click here to enter text. |
| Operationally, what is required to make the collaboration work?  (If possible please attach an outline project plan setting out the timetable, key milestones and who is responsible for and accountable for each step). | Click here to enter text. |
| Broadly, what is the role of each party? | Click here to enter text. |
| What will the University’s obligations be?  Please provide a list of key responsibilities. | Click here to enter text. |
| What will the partner’s obligations be?  Please provide a list of key responsibilities. | Click here to enter text. |
| What people (existing employees of either party, new employees or other suppliers) will be needed to resource the collaboration? | Click here to enter text. |
| What resources will be needed for this project, including IT, Library and teaching resources?  Please list here all that you think is needed. | Click here to enter text. |
| Will the University need to obtain goods or services from a third party in order to deliver the collaboration?  If so, please detail these. | Click here to enter text. |
| Does the answer above include:   1. Long-term commitments (eg software licenses), or 2. Purchases >£25,000?   If so, identify purchasing required and attach advice from the University’s Procurement Department to this form. | Click here to enter text. |
| If the programme is being run at the Partner’s premises, have you seen the partners’ Health and Safety Policy and has this been checked by the University’s H&S Team? | Click here to enter text. |
| Who will own any IP related to the collaboration? | Click here to enter text. |
| How will the collaboration be marketed?  Will the logos of one or both parties be used? | Click here to enter text. |
| How can the arrangement be terminated?  What obligations may have to continue after termination and in what circumstances (eg teaching out). | Click here to enter text. |
| Who will issue any required CAS documents for students transferring to the UoR UK campus as part of this partnership arrangement?  And, what is the estimated cost of these CAS documents? |  |

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| Proposer | |
| Signature |  |
| Date | Click here to enter a date. |

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| Finance Business Partner | |
| Comments | Click here to enter text.  (Please attach any relevant financial information to this form, including template spreadsheet) |
| Signature |  |
| Date | Click here to enter a date. |

|  |  |
| --- | --- |
| Head of School/function | |
| Comments | Click here to enter text. |
| Signature |  |
| Date | Click here to enter a date. |