

**The Productivity Institute:**

 Research proposal and outline work-plan

(Expand as needed)

|  |  |
| --- | --- |
| Principal Investigator (Name, email and Institution): |  |
| Co-Investigators (if any) (Name, email and Institution): |  |
| Industry Partner(s) (Name of lead contact, email and Organisation): |  |
| Industry Partner: other team members with involvement in the project (if applicable, name and email) |  |
| Project Title |  |
| Project Abstract (for website) |  |
| Proposed research:(The application should clearly demonstrate that the proposed research explicitly relates **to the investment decision making and business planning process within UK firms** - see **How to apply** in the call. Please give a clear statement of the issues to be addressed, the proposed methods, the contribution expected and relevance to the Institute) |  |
| Work plan: | Start date: | End date: | Duration: |
| Milestones/Timeline:(Please include dates, maximum duration, six months) |  |
| Deliverables:(working papers, publications) | Deliverable (please include an insights paper as a deliverable): | Expected due date: |
|  |  |
|  |  |
| Engagement and impact:(presentations, blogs, engagement with other stakeholders, e.g. regional productivity forums) |  |
| Staff commitment(Attach CVs where appropriate / Add rows as required) | Name and Position | Time commitment | Responsibilities and duties |
| Researcher 1 |  |  |  |
| Researcher 2 |  |  |  |
| Justification of resources (Please include a breakdown of costs such as travel, equipment, data sources and so on) |  |
| Other funding (if any)(Is this being part-funded by related research award?) |  |
| Institutional approval | Name and position: | Signature: |
| Date: |

*\*All proposals should be costed on a Full Economic Costs (fEC) basis. Approved proposals will be funded at fixed percentage of 80% of this sum. In accepting this funding, Research Organisations undertake to provide the remaining 20% from their own resources. Any Directly Allocated (DA) costs (DA investigator, DA Estates) and Indirect costs to be funded by the project should be included under Directly Incurred ‘Other’ costs (see worked example below). Funds will be paid quarterly on the submission of a detailed expenditure report of costs incurred. The final payment will be made on completion of the project and the submission of final report on the project (see Annex 1).*

**Budget: Total Project / Activity Costs**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Fund Heading | Description/detail | Cost (£)100% | TPI Contribution (£)80% | Applicant Contribution (£)20% |
| Directly Incurred Other | Directly Incurred (DI) Costs | Staff costs |  |  |  |  |
| Travel |  |  |  |  |
| Equipment |  |  |  |  |
| Consumables |  |  |  |  |
| Other (please specify) |  |  |  |  |
| Directly Allocated (DA) Costs | DA Academic/ Investigator Staff costs |  |  |  |  |
| DA Estates costs |  |  |  |  |
| DA Indirect costs |  |  |  |  |
|  |  | **Total Budget** (must not exceed £20,000) |  |  |  |

Example budget

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Fund Heading | Description/detail | Cost (£)100% | TPI Contribution (£)80% | Applicant Contribution (£)20% |
| Directly Incurred Other | Directly Incurred (DI) Costs | Staff costs | Post-doc x1 at 0.5FTE for 12 months | 26,200 | 20,960 | 5,240 |
| Travel | Research assistant x1 for 3 months | 12,350 | 9,880 | 2,470 |
| Equipment | Travel and accommodation KLEIMS conference in Manchester (Oct 22) for post-doc x1 and lead researcher x1 = **£450**Lead researcher travel London-Manchester for meeting with research director at TPI x 2 at £150 per trip = **£350** | 800 | 640 | 160 |
| Consumables | N/A |  |  |  |
| Other (please specify) |  |  |  |  |
| Directly Allocated (DA) Costs | DA Academic/ Investigator Staff costs | Lead Researcher: K. Smith 0.1 FTE | 16,925 | 13,540 | 3,385 |
| DA Estates costs | Estates | 15,631 | 12,504 | 3,126 |
| DA Indirect costs | Indirects | 43,845 | 35,076 | 8,769 |
|  |  | **Total Budget** | **115,751** | **92,601** | **23,150** |