# Connecting Capability Fund (CCF) Research England Development (RED) Fund - CCF RED

**Business Case template**

1. This is the template to be used for submission to the CCF RED Fund Pilot for shared technology transfer office (TTO) functions call.
2. Providers have been invited to submit a business case and should email the completed template as a Word document to redccf@re.ukri.org. The completed document should not exceed 8 pages in length (excluding the cover sheet). Make sure you complete all sections of the document. While each section heading must be retained, our explanatory text may be deleted so as not to impact on the overall length of the document. The panel will expect text to be easily readable – **do not use text size that is too small and use a reasonable line spacing**.
3. Letters of support can be included where the proposal sees it as complimentary to the activities described. We understand that some documentation will be commercially sensitive and this should be marked clearly in the bid. Some sections of successful bids will need to be published as part of providing information on the scheme.
4. The business case must operate as a standalone document. It will be considered internally and by the Executive Chair and panel. All project documentation submitted may be reviewed as part of our assessment process, to inform final decisions and recommendations.
5. Please ensure funding totals are consistent between the cover page and funding information provided elsewhere in the proposal.
6. Following our decisions, successful bidders may be asked to provide additional information to inform award letters, meet due diligence requirements and provide information for dissemination, monitoring and evaluation.

## CCF RED Fund

### Business case template cover sheet

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| **Project information** | | | | | |
| **Lead provider** | | |  | | |
| **Project title** | | |  | | |
| **Project start date** | | |  | | |
| **Project end date** | | |  | | |
| **Contact person for the proposal** | | | | | |
| **Title and full name** | | |  | | |
| **Position** | | |  | | |
| **Address for correspondence** | | |  | | |
| **Phone** | | |  | | |
| **Email** | | |  | | |
| **Project partners** | | | | | |
| **Providers involved in the partnership** | | |  | | |
| **Other key partners and investors** | | |  | | |
| **Funding and investment** | | | | | |
| **Total CCF RED Fund request** | | | | **£** | |
| **Total funding from other sources** | | | | **£** | |
| **Breakdown of funding from other sources** | | | | | |
| Revenue | **£** | | | Capital | **£** |
| **Total project cost** | | **£** | | | |
| **Compliance with forthcoming Subsidy Controls, UKRI Open Access policy and adoption of the spinout review best practice terms** | | | | | |
| **In your opinion, are issues of state subsidy applicable to this project? (Subsidy Controls)**  [If ‘yes’ we will discuss with you additional information required] | | | | *Delete or provide further information as appropriate*  **Yes/No** | |
| **In order to be eligible for funding, participating HEPs will need to commit to adopting the licensing and transparency policies recommended by the independent review. Declaration of adoption must be made prior to submission of funding applications via an online survey provided to eligible institutions through the Research England Data Portal. Full details of how to provide the declaration of adoption are being provided to Heads of Institution and Knowledge Exchange contacts via email in mid May.** | | | | | |

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| **Project description**  *Provide a description of the project – the problem it is intended to solve and the approach taken to address it.*  *Note overall aim of the project and key objectives to deliver the aim. The activities described later should be designed to deliver these objectives.*  *[For successful proposals we will ask for a summary of the project to go on our website]* |
| **Rationale for funding**  *Explain why this project (the approach and the team/partnership) is the best way to address the problem.*  *Explain:*   * *Evidence outlining why the innovation and expertise behind the proposed model is best placed for testing the activities therein* * *How it aims to develop and draw on the capabilities and expertise of the providers and partners involved* * *How it delivers additionality beyond planned activity which could not be undertaken in absence of this funding and for which no other appropriate source of funding is available.* |
| **Sustainability**  *Please explain the expected pathway towards achieving financial sustainability for the proposed model.* |
| **Evaluation and dissemination**  *All successful applicants will be required to attend a meeting of the cohort of projects (and of RE and relevant experts) at the end of the 6 month development awards to present on their outcomes and learnings. The aim of this meeting is to provide an opportunity of cohorted learning on successes and challenges and to give Research England advice on learning and implications for next steps.*  *State how you aim to translate the activity undertaken in the award to summarise and disseminate learnings on both success/challenges to inform RE’s sector wide policy development on this topic.* |
| **Wider benefits**  *State how the wider benefits will be realised beyond the provider(s) in receipt of funding.* |
| **Fit with organisational strategy**  *Describe how this project fits with the lead provider’s strategy and collaborating partners’ key priorities and strategies, and how these relate to the proposed investment mix.*  *Give evidence of senior management buy-in and fit with organisation and academic capabilities.* |

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| **Inputs, outputs and outcomes**  *Using the table below detail the key inputs, activities, outputs and outcomes for the project that cohere with the activities outlined in the narrative above. Please present these by each workstream/workpackage and note the total funding from CCF RED Fund to be deployment for each.*   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Input** | **Activity** | **Output** | **How financed or resourced** | **Outcomes (short-, medium- and long-term)** | **Measurable impacts** | | *The resources (staff time, infrastructure)* | *How the resource will be used* | *What will result from these activities* | *By Research England, providers, and named partners* | *Change in condition* |  | |  |  |  |  |  |  | |  |  |  |  |  |  | | *[add additional lines as necessary]* |  |  |  |  |  | |

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| **Total project funding per 6 month Development Award**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Table 1: Revenue funding** | **Principal use of funds** |  | **Academic year 2024-25XX-XX** |  | **Total £** | | **Provider’s own funds** |  |  |  |  |  | | **CCF RED Fund** |  |  |  |  |  | | **Other 1** (*name source*) |  |  |  |  |  | | **Other 2** (*name source*) |  |  |  |  |  | | *[add additional lines as necessary]* |  |  |  |  |  | | **Total** |  |  |  |  |  | |

**Summary of project costs**

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| **Category e.g. legal advice, consultancy, marketing evidence pack development** | **Amount of resource e.g. time, contract length, managers/consultants** | **Total costs** |
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| **Project risks**  *Identify the top five risks to this project, how they will be mitigated and their probability versus their impact.*  **Depending on the information provided in this section, we may also request a full risk register to support our assessment process.**   |  |  |  | | --- | --- | --- | | **Risk** | **Mitigation** | **Probability and impact** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |
| **Accountability and governance**  *Describe the governance and management structures and arrangements for the project, identifying the project manager responsible for delivery. For Governance, state:*   * *Who is ultimately responsible for project delivery and success* * *Members of the top-level Governance group and frequency of meetings* |
| **Impact assessment: Equality and diversity**  *Detail the processes that have been or will be undertaken to review the impact of this project relating to equality and diversity.* |
| **Confirmation of approval for proposal**  *Proposals will only be considered if they have appropriate senior university support. We cannot accept bids from individuals.*  *Attach a supporting statement or letter from the head of the lead provider and other project partners as appropriate.*  *Attach a supporting statement or letter from Director of Finance at the lead provider.*  *NB: All letters from partners should ideally be submitted as one PDF document.* |