**UK Roads Liaison Group (UKRLG) Research Proforma**

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| **Pro-forma: UKRLG approval to commission a research project** |
| liaison_group_logo |
| **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? |
| **D3**: How is it proposed to apply the evidence from this research and realise the benefits? |
| **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:  DfT contribution:  Other contribution: |
| **SECTION G – Sign off** |
| **G1**: Name of Project Officer responsible for the Project -       Date - |
| **G2**: Name of Board Chair responsible for the Project –       Date - |