|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Contract Ref:**  |  |
| **Contract Title:**  |  |

Contents

1 Purpose of Document 2

2 Scope 2

2.1 Key Deliverables and/or Desired Outcomes 2

2.2 Areas to Consider 2

2.3 Exclusions 2

2.4 Constraints 2

3 Approach 2

4 External Dependencies 3

5 Activity Plan 3

6 Resource Plan 4

7 IPR 4

8 Initial Risks 5

Annex B: Schedule 7

Annex C: HPC Mitigation Plan 8

# Purpose of Document

This document provides a statement of how and when the Research Plan’s objectives would be achieved, by showing the major products, activities and resources required of the Research Plan

# Scope

## Key Deliverables and/or Desired Outcomes

* [Bidder(s) to enter text here]
* [Bidder(s) to enter text here]

## Areas to Consider

Information about potential dependencies on other activities/organisations involved eg. Data that would need to have access to as part of the research, what historical data would be available to run case studies, complementary In Country skills/knowledge that the Bid would benefit from

* [Bidder(s) to enter text here]
* [Bidder(s) to enter text here]

## Exclusions

Activities/topic areas that are out of scope of the Bid and which will not be undertaken (may also include things that Bidder would like to do but are not currently in scope)

* [Bidder(s) to enter text here]
* [Bidder(s) to enter text here]

## Constraints

Restrictions that affect proposals of the project by imposing limitations such costs, resources or project schedule, which may affect the execution of the Bid.

* [Bidder(s) to enter text here]
* [Bidder(s) to enter text here]

# Approach

Describe how will the work be undertaken, including a definition of methodology that will be used in the project to deliver the work package and call objectives.

[Bidder(s) to enter text here]

# External Dependencies

| **Dependency Description** | **Responsible Owner** | **Required Date** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

#

Activity Plan

Identify activities plans for the Research Plan (please add and use as many activity templates as required into the document and complete Annex B with schedule). Please include any relevant planning assumptions.

|  |  |  |
| --- | --- | --- |
| Duplicate this table for each Activity | Activity No | 1/2/3/4/etc. |
| **Activity:** Enter description of the activity here including the reference number of the associated objectives and deliverables.**Assignee:** enter lead meteorologist/scientist’s name |
| **Objective 1:** [Bidder(s) to enter description here including the reference number of the associated deliverables.]**Objective 2:** [Bidder(s) to enter description here including the reference number of the associated deliverables.]**Objective 3:** [Bidder(s) to enter description here including the reference number of the associated deliverables.] |
| **Key Deliverables:****1)****2)****3)** | **Start and Completion date:****1)****2)****3)** | **Assignee:****1)****2)****3)** |
| **Milestones towards deliverables:****1)****2)****3)** | **Completion date:****1)****2)****3)** | **Assignee:****1)****2)****3)** |
| **In-Country Interaction:** [Bidder(s) to enter text here] |
| **In-Country Potential for socio-economic benefits:** Please describe how the planned work will support project aims and lead to outcomes that will support social welfare and economic development in the partner country. [Bidder(s) to enter text here] |

Resource Plan

Research Plan Roles and Responsibilities

| **Name** | **Title** | **Organisation /institution** | **Required Role** | **Required Responsibility** | **Cost** | **Confirmation of payment source (Paid from the grant award / in kind/other funding)** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

IPR

Please detail any background IPR to be included within the Project’s IPR register including:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **IP Asset name and short description**  | **Proposed use** | **IP Owner** | **Licensee** | **Permitted Use**  | **Start/end dates** | **Any licence special conditions** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Initial Risks

(NB: See annex A for risk scoring, please include exit plan risks. Add more rows as required)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk No** | **Risk Description** | **Cause**(Describe what it is that might occur.IF …BECAUSE…) | **Effect / Impact**(What will be impacted as a result of this risk?RESULTING in…) | **Mitigating actions**(What actions will you take to reduce the risk/increase the opportunity) | **Risk owner**(Name of individual responsible for the management and control of this risk) | **Probability**(delete as appropriate) | **Impact**(delete as appropriate) | **Score**(insert score from risk scoring matrix) |
| 01 |  |  |  |  |  | VH/H/M/L/VL | VH/H/M/L/VL | 0-100 |
| 02 |  |  |  |  |  | VH/H/M/L/VL | VH/H/M/L/VL | 0-100 |



# Annex B: Schedule

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity number** | **Milestone number** | **Payment Value** | **On completion of associated activities (please provide relevant activity number) \*** | **Start Date** | **End Date** |
|  | 1 | £00,000.00 | [Bidder(s) to enter text here] |  |  |
| **Associated Output of Milestone:**[Bidder(s) to enter text here]**Dependencies:**[Bidder(s) to enter text here] |
|  | etc | £00,000.00 | [Bidder(s) to enter text here] |  |  |
|  |  |  | **Associated Output of Milestone:**[Bidder(s) to enter text here]**Dependencies’:**[Bidder(s) to enter text here] |
|  | Total Value: |  |

\*Funding requests should be activity related. It is **not** a requirement that funding follow a flat structure whereby the amount of funds dispersed is consistent throughout the Grant Award Term.

Please note, invoices should be raised by the 20th of each month.

# Annex C: HPC Mitigation Plan