

Annex B

SDF business case summary

Each SDF proposal should include a summary using the template below. We do not expect the summary to be more than four sides of A4. It should be sent with the full business case by e-mail as Word attachments, to the lead institution's HEFCE regional consultant or higher education adviser.

Institution leading the proposal:
Contact person for the proposal: Title and full name: Post: Address for correspondence: Telephone: e-mail:
Other institutions involved:
Project title:
Project description, including overall aim: (No more than one side of A4)
How does the project proposal fit with HEFCE strategic priorities and the SDF specific priorities outlined in paragraph 9 of the main document? (Approximately half side of A4)
Describe how this project fits with the institution's strategy or the collaborating partners' priorities, including any wider benefits to the sector. (Approximately half side of A4)
Total budget per year: Year 1 Year 2 Year 3 (All sources of funding including other HEFCE funding)
SDF support requested: (Total and broken down by month and year – if a repayable grant, please specify repayment amounts and dates)
Timetable: (Provide a timeline with specific milestones and dates)

Project risks: (Describe the significant risks to the project and how they will be managed. The lead institution may attach its own risk assessment if this provides the necessary information)
Value for money: (The lead institution should describe the action taken or planned to secure value for money)
Monitoring arrangements: (Including dates when monitoring reports will be produced)
Confirmation of approval by the head of the lead institution: