**Research IT Board Funding Request Form**

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| **Project Title** |  | | |
| **PMO Code** |  | **Project Manager** |  |
| **Project Sponsor** |  | **Project Sponsor Dept.** |  |
| **Project Start Date** |  | **Project End Date** |  |
| **Budget requested (£K) (please enclose budget breakdown from Project Brief/PID as page two of this summary** |  | **IT SMT Review Date** |  |
| **Endorsement by other boards/committees e.g. Divisional Research Committee (please specify)** |  |

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| **Describe what is proposed including the aims of the project (125 words max)** |
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| **Describe how the project addresses the University’s Research IT priorities, Research Commitments in the University’s Strategic Plan[[1]](#footnote-1), the Research Objective in the IT Capital Plan[[2]](#footnote-2), together with the Strategic Aims in the Digital Strategy[[3]](#footnote-3) (100 words max)** |
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| **Describe the proposal history and changes if returned for revision by the Research IT Board (50 words max)** |
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| **How does your project meet a clear academic need/ (in the case of enterprise systems) clear institutional need? (75 words max)** |
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| **Provide a justification for IT Capital Investment in terms of the size/nature of the user community (the IT Capital fund should be used to invest in projects that serve the University as a whole, one or more Divisions, a cross Division community or a strategic community, e.g. the high performance computing user community) (75 words max)** |
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| **Provide clear evidence of the degree of user support for/interest in the system (75 words max)** |
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| **How does the project provide Value for Money, e.g. have off-the-shelf solutions been considered? (75 words max)** |
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| **Does the project require access to data from other systems, e.g. X5, R12, CUD, CoreHR, SITS, ORA, and how has/will permission be obtained (75 words max)** |
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| **What is the risk to the University if the project is not undertaken? (75 words max)** |
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| **Provide a statement re sustainability beyond the life of the project - where appropriate clear reference to relevant IT service with evidence of sustainability for the establishment of a new service, or replacement/enhancement of an existing service (100 words max)** |
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| **Provide a justification of the resources requested, why are the staff and non-staff resources requested required to achieve the project? (150 words max)** |
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***Please attach the project budget from Project Brief/PID***

*(only required for funding requests)*

1. <http://www.ox.ac.uk/about/organisation/strategic-plan/research> [↑](#footnote-ref-1)
2. <http://www.it.ox.ac.uk/strategy/it-strategic-plan-2013-2018> [↑](#footnote-ref-2)
3. <http://www.ox.ac.uk/about/organisation/digital-strategy> [↑](#footnote-ref-3)