Research proposal form

Please use this form if you have a mature research idea. If you are at the beginning of scoping your research idea, please use the Research Idea form.

Do you have a research idea that you would like to work on with staff or collections from the Bodleian Libraries?

We welcome research proposals which will be reviewed by the Bodleian research committee.

At this stage we require some details on your project and how it will affect the Bodleian, including details of your project roles, funding and timelines. The Bodleian research committee will meet to discuss your idea and give you feedback and a letter of support if approved.

All research proposals are reviewed against the following criteria: benefits and risks to the Bodleian, strategic fit for the Bodleian, and resources.

* Benefits and risks: we will look at how you propose to use our collections or expertise, the outputs you are seeking to deliver which could include scholarly publications, public engagement outputs such as exhibitions, or new software.
* Strategic fit: we will evaluate how your project supports [our current organisational strategy](https://www.bodleian.ox.ac.uk/about/libraries/management#strategy) and will transform our collections, our services or our ways of working.
* Resources: We will look at whether a project is feasible within the given timeframe and broad budget, at the role you see the Bodleian playing (as PI, Co-I, partner or collaborator for example), and whether you have identified any named staff members or roles.

Your proposal should be under 4 pages long.

# About you

Your name

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Your role/job title

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Your institution

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Funding deadline

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Project title

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Proposed project dates

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# Benefits

Describe your project idea (250 words or fewer)

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What will be the outputs of your project?

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How will this research deliver new understanding or impact in our collections, the way we work or run our libraries, or on library collections or services in general?

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Briefly describe how you will manage your research data. Or attach your data management plan.

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# Strategic fit

Please describe which strategic driver your project relates to, how it will address this priority and the impact it may have on the Bodleian Libraries.

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# Resources

Which funding scheme will this be submitted to?

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What is the overall budget for this project?

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Please list any other partners and their roles

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What role will Bodleian staff have in your project?
Please list project role (e.g. Co-I, partner) and hours per week (e.g. 0.2FTE) and say if this is a named Bodleian staff member or you are proposing a new role (e.g. PDRA)

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Are any indirect costs allocated to the Bodleian Libraries? (e.g., for delivery of events, exhibitions etc)

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Please insert a Gantt chart, project plan, table or summary of your timeline or major milestones

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How will your project be managed? (e.g. How often will the research team meet? Who will manage Bodleian Libraries staff?)

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Optional: you may want to attach a case for support if you have already developed one for your funding bid

# Checklist

* Have you completed all the boxes?
* Have you attached any documents? E.g. data management plan, Gantt chart, case for support, justification of resources other
* Have you left enough time before the proposed start date for your project (e.g. At least 3 months before project start)?
* Have you left enough time before you need to submit your proposal (e.g. at least 1 month before submission)?

