**Template 2: Project Proposal Form - Collaborative Projects with Business (CPB)**

Collaborative Projects with Business (CPBs) aim to develop mutually beneficial collaboration between businesses and the University. The term ‘business’ covers all sizes and sectors: private, third and public. These projects give the student (or group of students) the opportunity to work towards finding appropriate solutions to a real business or organisational challenge set by the client organisation..

Students will need to present an academic piece of work which will be a major contribution to their undergraduate or Masters degree. An academic supervisor will be allocated to the project, and the client organisation will need to provide a mentor/supervisor who will be the main point of contact for the student(s).

The timing and start date of the project is specific to each individual programme and may last between 4 and 12 weeks (including writing the final report).

**Notes on Topic Selection**

A relevant member of university staff will work with your organisation to refine your proposed topic and ensure it meets both your needs and the academic requirements for the student(s). Your proposed project could be:

* A specific project title or topic for the student to deliver;
* A general idea of a business need which requires further development;
* A core research theme or idea that can be further refined through discussion with stakeholders;
* An intended outcome for the organisation.

The level of detail you provide on this form will determine the extent to which further discussion may be required with the relevant academic tutor to ensure suitability, and agree supervision arrangements.

**What’s Next?**

Please send your completed form, or make further enquiries as per the details provided below. Following submission, your proposal will be reviewed by the relevant academic who will then contact you to further discuss the project scope, delivery and the selection of an appropriate student. If you have further enquiries please contact:

\*\*\*Insert contact details appropriate to the relevant module/degree programme and/or Faculty\*\*\*

|  |  |
| --- | --- |
| Name: |  |
| Tel: |  |
| Email: |  |

**Collaborative Projects with Business Project Proposal Form**

Please send your completed form to: **Email [insert relevant email address].**

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| **Name and address of Organisation:** |
| **Brief description of Organisation and website:** |
| **Name and contact details (incl. e-mail and phone no.) of the key contact in Organisation:** |
| **Type and size of organisation (please delete those that are inappropriate):**   1. **Type:** Public; Private, 3rd Sector, other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. **Size:** Large multinational, large national, SME, microbusiness \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Title of proposed project:** |
| **Project outline:** |
| **Anticipated Outcomes:** |
| **Any additional comments e.g. methods to be used, travel involved, health and safety issues, funding:** |
| **Do you foresee any Intellectual Property, confidentiality or other issues? If so, please provided details which need to be taken into consideration.** |
| **What initiatives will be taken to enhance the employability of the student?** e.g. provide relevant work experience for CV, will be involved in business meetings, student will be asked to provide a presentation to stakeholders in the sector etc. |
| **Any other comments or questions:** |