**Appendix 1:**

**Developing partnerships & projects between universities and policy partners: a project scope template**

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**December 2023**

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| --- | --- |
| **Project or partnership title** |  |
| **Partners** |  |
| **Lead / co-lead at university** |  |
| **Lead / co-leads at partner** |  |
| **Dates of project** |  |
| **Scoping document version**  |  |



# Section 1. Purpose

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| **Overview and policy need or interest** |  |
| **Engagement Impact** |  |
| **Engagement outcomes** |  |

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# Section 2. Designing what the project will do

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| **Engagement outputs** |  |
| **Engagement activities** |  |

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# Section 3. Thinking about alignment

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| **Aligning available research expertise and policy need or interest** |  |
| **Aligning with organisational strategies** |  |
| **Existing engagement or relationships** |  |



# Section 4. Practicalities

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| **Interested parties or collaborators** |  |
| **Embedding Equality, Diversity and Inclusion** |  |
| **Ways of working** |  |
| **Project plan and milestones** |  |
| **Budget** |  |