**Research Proposal Submission Form**

The Research Hub intends to commission at least one original research project this year.

To submit a research idea for consideration, please fill in this form and return the completed document to [info@realschemes.org.uk](mailto:info@realschemes.org.uk). Please refer to the Research Hub’s most recent Call for Proposals for full submission instructions. Your proposal will be scored against the Evaluation Criteria found in the ‘Supporting Information’ section of this form. When drafting your proposal, we recommend you describe how your research idea aims to fulfil these criteria.

Your Details:

|  |  |
| --- | --- |
| **Title(s)** |  |
| **First name(s)** |  |
| **Surnames(s)** |  |
| **Email(s)** |  |
| **Telephone(s)** |  |
| **Organisation(s)** |  |

Project Details:

|  |
| --- |
| **Project title (max. 25 words)** |
|  |
| **Description of the proposed work (max. 150 words)** |
|  |
| **Statement of aim(s), objective(s), methodology, output(s), and outcome(s) (max. 250 words)**  See the ‘Supporting Information’ section of this form for brief descriptions of terms |
| **Aim(s) and Objective(s)**  **Methodology**  **Outputs and Intended Outcome(s)** |
| **Please indicate to which Scheme(s) the proposed project is relevant:** |
| Compost Certification Scheme (CCS)  Biofertiliser Certification Scheme (BCS)  CCS & BCS |
| **Benefit(s) to relevant Scheme(s) (max. 150 words)** |
|  |
| **Optional: Describe how your research idea fulfils the evaluation criteria (max. 250 words)** |
|  |

**N.B.** Once the project(s) have been selected, the Hub will issue a public invitation to tender for the work. The submitter of any Research Proposal selected for funding will not automatically be appointed to deliver the project but will have the opportunity to tender for the work, should they wish.

**Supporting Information**

**How your Proposal will be Evaluated**

Research Proposals undergo a two-phase evaluation process during which the [Research Panel](https://www.realresearchhub.org.uk/about/governance) meets to evaluate the research proposal according to two sets of Evaluation Criteria.

First, the Research Panel evaluates and shortlists the proposal submissions according to the Phase 1 Evaluation Criteria. Following Phase 1 evaluation, the shortlisted proposals are developed into project briefs. These briefs are subsequently evaluated and scored according to the Phase 2 Evaluation Criteria. The project(s) that score highest each year may be put forward for tender. The Phase 1 and 2 Evaluation Criteria are as follows:

**Phase 1 Evaluation Criteria (Proposal Shortlisting):**

1. *(20%) Maintain and/or improve robustness of CCS and/or BCS and their associated Standard(s)*
2. *(30%) Support development of CCS and/or BCS and their associated Standard(s)*
3. *(20%) Maintain confidence in the compost and/or digestate market(s)*
4. *(10%) Support the growth of the composting and/or anaerobic digestion sector(s)*

*(20%) Potential to inform discussion and identify barriers surrounding development of compost and/or digestate markets*

**Phase 2 Evaluation Criteria (Project Selection):**

*(40%) Justification for research: Is the design and execution of the research project inspired by an awareness and understanding of relevant research/studies, Scheme (CCS/BCS) issues?*

*(30%) Innovation: Has a research problem or question of demonstrable significance and some originality been identified and defined in a clear and verifiable way?*

*(30%) Financial feasibility: Considering the Hub's financial constraints, is the project feasible and does it provide good value for money?*

**Definition of Terms**

|  |  |
| --- | --- |
| **Aim** | what the project plans to change |
| **Objective** | an activity the project plans to carry out |
| **Methodology** | the researcher’s approach to ensure reliable, valid results that address the project’s aims and objectives |
| **Output** | an activity and/or document the project will deliver |
| **Outcome** | the change that is expected to happen because of what the project would deliver |