

## SRIF Programme summary template

### Section 1

Institution		SRIF allocation	£
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SRIF co-ordinator name	
Address	
Tel	
Fax	
e-mail	

### Programme summary

Please write a description of the overall SRIF programme. The programme should:

- include a summary for each individual project (250 word maximum for each project)
- list briefly the projects' aims and objectives and how the proposed science research will contribute to the achievement of the institution's strategic goals.

Please clearly identify any projects that involve collaboration between two or more HEIs and will therefore be 100 per cent funded from SRIF (identifying partners and relative share of the usage of the asset).

Please give each project a simple reference number. *Refer to 'Science Research Investment Fund – invitation to apply for funding' HEFCE 01/11 paragraph 31 for further information about this section.*

## Section 2

### Financial summary

- a. Please list the projects, in the order they appear in Section 1, setting out their costs. Please note that VAT needs to be included, if applicable. You are asked to differentiate between the total cost of each project, the value being requested from SRIF funds, and the amount and source of own/third-party funds (if applicable). Refer to 'Science Research Investment Fund – invitation to apply for funding' (HEFCE 01/11) paragraphs 32-34 for further information about this section.

Project title	Total cost (inc VAT) £	Fees (if applicable) £	SRIF applied £	Own/third-party contribution, source and value

### b. SRIF funding summary

1.	Total cost of programme	£
2.	Total value of collaborative projects (between HEIs)	£
3.	Total non-SRIF contribution	£
4.	Total SRIF request	£

### c. Possible capital expenditure profile

To enable the Council to plan for the demands on its capital funds please indicate the likely expenditure profile for the various projects. This is only indicative at this stage. It should add up to the total cost of the programme shown in (b) above. If there is likely to be substantial expenditure before April 2002, please set out a separate monthly profile.

Project ref	Before 1.4.02	2002-03				2003-04			
		Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4



### Section 3

#### Good practice confirmation

This section needs to be signed by the institution's head, and acts as confirmation that the institution has followed or will be following established good practice guidelines in the areas of investment appraisal, estates management and equipment procurement.

By signing this form, the institution's head is confirming that this programme summary document has been seen and agreed by the institutional heads of Finance, Estates and Procurement.

I confirm that this is the SRIF programme of investment for .....  
(institution name), that the details as set out above are factually accurate, that each individual project has been examined by the appropriate senior staff (including those responsible for Finance, Estates and Procurement), and that the institution has considered and applied or will be applying the appropriate elements of good practice set out below.

Signed

Print name

## Principles of good practice

1. The institution has considered the good practice guidance set out in the following publications:

- Appraising Investment Decisions (HEFCE 99/21)
- Procurement Guidelines for Higher Education: Building and Engineering Projects (CVCP/HEFCE/JPPSG publication) January 1997
- Whole Life Costing (joint JPPSG/CVCP/HEFCE publication) 1998
- Transparent approach to costing – TRAC (joint JPCSG/HEFCE publication) July 2000
- Value Engineering (HM Treasury, Central Unit on Procurement, No 54 Value Management)

### Investment appraisal

2. In particular the institution is asked to confirm that an investment appraisal has been carried out in accordance with HEFCE 99/21 and in particular that it conforms to the following specification (for new-build or refurbishment projects):

- a. A realistic range of options has been considered, against a 'do nothing' option:
  - the discounted cash flow calculations contain a residual value
  - use the appropriate discount rate
  - use a realistic time period
  - include the relevant capital costs and savings
  - reflect the opportunity costs
  - handle inflation consistently.
- b. The appraisal includes all relevant recurrent costs and savings.
- c. Intangible costs and benefits are identified.
- d. A range of sensitivities has been tested.
- e. Risk analysis – all important risks and uncertainties have been identified.
- f. Affordability – the appraisal has considered the impact of financing costs and VAT.

### Procurement statement

3. The institution is asked to confirm that good procurement practice as set out in the JPPSG procurement guides has been carried out. In particular, there is:

- a. A formal procurement strategy.
- b. A designated project manager.
- c. A process to identify user needs and establish the project brief.
- d. A project team with relevant skills and qualifications.
- e. An agreed procedure for selecting potential contractors, including
  - preparation and receipt of tender documents
  - opening and registration of tenders
  - acceptance of tenders.
- f. An adequate time-scale between appraisal and approval.
- g. Appropriate declarations of interest by the institution's officer.
- h. An appropriate level of involvement and approval by committee/governing body.
- i. Observance of EC Procurement Regulations.
- j. Confirmation that whole life cycle costs and value engineering have been used.