ACADEMIC STRATEGY
Project Gateway Process

Cross-College Project or opportunity is identified to be considered for seed-funding / investment in the Academic Strategy prioritisation process. Provost's Board meet twice a year to consider proposals as a gathered field through a '3 Gateway' process.

STEP ONE: Please speak to your Head of Department or Faculty Dean to discuss your proposal in the first instance and contact **academicstrategy@imperial.ac.uk**

1 GATEWAY 1 – APPROVAL OF CONCEPT

REQUIRED: A short proposal (templates provided) setting out the academic rationale should be submitted. Proposals need to demonstrate engagement across multiple Faculties, include the resource requirement for 2–3 years of investment and explain to what extent the project:

- fits with the Academic Strategy?
- draws on College strengths?
- has an impact across Faculties?
- positions the College to achieve excellence?
- requires College-level resource and why the resources cannot be provided at Departmental or Faculty level.
- fits with other College Strategies as appropriate?
- addresses College strategic risk register?
- will leverage resources from outside of the College.

REQUIRED: Proposals must be endorsed by a member of **Provost's Board** as sponsor (either a Dean, Vice-Provost or Associate Provost). Sponsors will present proposals to the Board at Gateway 1.

✔ **PROPOSAL APPROVED TO PROCEED TO GATEWAY 2**
To proceed, a formal Project team, comprising expertise from appropriate academic and professional services, including a Senior Responsible Officer, will need to be formed.

✘ **PROPOSAL REJECTED OR INVITED TO RESUBMIT**
Some proposals may be invited to re-submit to Gateway 1 with additional information.

2 GATEWAY 2 – REVIEW PROCESS

REQUIRED: A business case which answers any specific queries raised at Gateway 1 and continues to address the criteria for the scheme, and in addition provides:

- A justification of the resources required.
- Details of the project team, e.g. project lead, project team, oversight/governance structure.
- Details of key internal and external stakeholders and outline proposed activity / people worked with in College to develop engagement plans.
- A more detailed breakdown of costs separated out into those borne by the College and those which will be met through external funding.

REQUIRED: Proposals must be endorsed by a member of Provost's Board as sponsor (either a Dean, Vice-Provost or Associate Provost). Sponsors will present proposals to the Board at Gateway 1.

✔ **PROPOSAL APPROVED TO PROCEED THROUGH ONE OF THREE ROUTES**

✘ **PROPOSAL REJECTED OR INVITED TO RESUBMIT**
Some proposals may be invited to re-submit to Gateway 2 with additional information.

✔ **PROPOSAL APPROVED FOR IMPLEMENTATION AT GATEWAY 2**
Investment approved and project initiated. Provost's Board will monitor approved projects progress via regular progress reports.*

✔ **PROPOSAL APPROVED TO PROCEED THROUGH OTHER COLLEGE ROUTES**
Proposal fed into other College processes for consideration, e.g. capital or IT projects.

✔ **APPROVED TO PROCEED TO GATEWAY 3 FOR FURTHER REVIEW**
For particularly large or complex proposals, a third Gateway process will take place.

3 GATEWAY 3 – FINAL APPROVAL

REQUIRED: A full detailed business case to addresses all of the risks, opportunities and resourcing requirements relating to the project, to enable the Board to make a final decision or recommendation to a higher body as appropriate. This will be tailored to the specific aspects of the individual project.

✔ **PROPOSAL APPROVED FOR IMPLEMENTATION AT GATEWAY 3**
Investment approved and project initiated. Provost's Board will monitor approved projects progress via regular progress reports.*

*the regular progress reports will include a summary of project progress, risks and an overview of the project's finances.

See Academic Strategy Gateway meeting dates and submission deadlines