Guidance for Business Cases for CBG approval

These should be brief documents (typically around one side of A4) outlining the following:

1. The situation – what are you seeking support for
2. The support – is your Head of Department/School aware of and supportive of this situation?
3. The ‘ask’ – what is the cost of the requested support
4. The duration – when is the support needed from and to
5. The benefit – what will the support bring to CLS
6. The detriment – what will be the consequence if this doesn’t happen
7. The alternatives – where else have you sought funding from to support the ‘ask’, can the cost be split across the college and some other infrastructure?

As this allows us to bench mark all requests and fully understand what we are being asked to support.

We ask that the Principal Investigator discusses the proposed case for CBG with your Head of Department/School and that the final ‘ask’ is approved by the Head in advance of submission.

The timeline:

* Submission of business case to [DoOCLS@leicester.ac.uk](mailto:DoOCLS@leicester.ac.uk) no later than 12.00 (noon) on Thursday for consideration for the next CBG meeting
* CBG meetings are typically weekly on Monday mornings
* We aim to respond to you by close of play on the following day – please enquire if you have not received a response by close of play Friday the week after your initial submission.