Organisation and governance guidance

This guidance provides a summary of the expected minimum **requirements for full proposals** submitted to the Global Challenges Research Fund (GCRF) call for Interdisciplinary Research Hubs to Address Intractable Challenges Faced by Developing Countries.

1. Governance
Full proposals are required to provide a governance plan outlining a governance structure for the Hub which meets the minimum requirements but is not overly complex, e.g., one advisory board with a broad representation of stakeholders as opposed to multiple advisory boards. The detailed governance arrangements should be appropriate for the specific proposal but the below features must be met as a minimum:

Executive Group
Each award should have an Executive group with the following essential features:
• Forms the primary management group for the award
• Is responsible for plans, policies, responsibilities and key decisions
• Has ownership of project risks
• Has the PI as Chair accountable for the award
• Includes representation from across the partnership

Advisory Group
Each award should also have an overarching advisory group with the following essential features:
• Provides advice to the PI/Executive group regarding strategy and progress
• Oversees the project risks
• Has an independent, authoritative Chair
• Includes representation from key stakeholders
• Includes a Research Council/UKRI observer (to be arranged post-award)
• Includes the PI from another Hub (to be arranged post-award)

2. Project management organisation (PMO)
Within the full proposal, applicants are required to describe the project management organisation (PMO), i.e. the way project management will be organised for the Hub. The PMO should fulfil the following minimum requirements:
• Project/work stream initiation and delivery
• Monitoring, evaluation and impact tracking
• Financial monitoring and controls
• Risk management, including financial, project, reputational and legal risks
• Plan to manage distributed work streams
• Integration and coordination with other GCRF projects
• Communications management
• Data management
• Compliance with ethics frameworks
• Compliance of the Hub (including the flexible fund) with Official Development Assistance (ODA) rules and regulations as set out by the OECD.
• Regular engagement with the UKRI GCRF and Assurance Teams and relevant Research Council colleagues

Full proposals are required to provide a breakdown and justification of all PMO costs, including the roles and responsibilities of any management staff.

3. Due Diligence and assurance

Prior to approval of successful awards, applicants may be required to identify their approach to due diligence and what will be done to ensure financial assurance both during and at the end of the grant.