



Committee of Postgraduate Dental Deans and Directors

Management of Directly Commissioned Projects

1. Subject areas and scope of projects will be identified and agreed by COPDEND to meet its strategic objectives. This process will apply to all commissioned projects, including educational research and development projects.
2. The Chair of COPDEND will identify a dean or deans to lead the project(s).
3. The appointed lead dean(s) will propose an expert advisory (steering) group with wide representation, to agree the detailed scope for the project, including timescale and costs and to be responsible for on-going monitoring, support and scrutiny.
4. The outline content will be reviewed by COPDEND, if necessary with the help of an external reviewer not previously involved.
5. This outline will form the content (revised if necessary) against which individuals, companies or organisations will be invited to tender.
6. All submissions, including tenders, will be evaluated by a designated team including an independent external advisor for projects of a value likely to exceed £10,000.
7. The submissions will need to state at least the following :
 - Name of Project
 - Name of lead and organization if applicable, along with previous relevant experience
 - Details of other key collaborators with their credentials
 - Aims and objectives of the project and perceived benefits
 - Proposed timescale, completion date, key milestones and progress report dates
 - Method of external evaluation / assessment
 - Proposed type of product launch, if appropriate
 - Method for obtaining feedback following distribution of the final product, if appropriate
 - Inclusive and comprehensive estimated costs including proposed timescale for stage payments
8. The tender process should be carried out in accordance with the Standing Financial Instructions of the host deanery/NHS Body and written confirmation of award of project and the agreed payments schedule should be submitted to the Secretariat to keep on file.
9. Once the project has been approved, written agreement about funding mechanisms and financial systems, including clarity as to whether the COPDEND Secretariat or a Deanery

/LETB will be managing the expenditure must be shared with the individual or company contracted to carry out the project. Standing Financial Instructions of the host deanery/NHS Body must be followed.

10. The nature of project launch and publicity, IPR and authorship of related publications should be agreed in writing at this stage and prior to the start of the project.
11. The progress of each project will be monitored by the designated steering group of COPDEND and formally reported to COPDEND at each key milestone to enable staged payments to be made.
12. Significant variation in progress will be communicated immediately to the Chair of COPDEND. No project will be allowed to exceed the agreed budget.
13. The final report/ product will be tested 'in the field' by a range of potential users before the final version is signed off for launch by the project lead after consultation with the COPDEND Steering Group
14. Copyright of the final product will be held jointly by COPDEND and the individual or company(s) involved.