**List of Services**

**Project Title:** *Name of project*

**Contracting Party Name:** *name*

**Role:** *e.g. Research Assistant*

|  |  |  |
| --- | --- | --- |
| **Services to be provided** | **Contract Start / End Date** | **Charges** |
| *This section should outline in detail what services (activities) you want the contracted party to provide/undertake. Please be as specific as possible.* | *Fee days can only be claimed for if the services/activity took place between these dates.* | *Fee days and amount to be claimed (e.g. 22 days at £320).* |
|  | **TOTAL CONTRACT VALUE:** | £ |

***Instructions****: Please complete the sections above. Ensure to delete any sections highlighted in light grey as applicable.*

*Examples of services are listed below; the list is not exhaustive. Please complete as needed.*

**List of Services - Research Assistant**

* Identify appropriate investigation and/or analysis methods according to data and project objectives.
* Conduct literature reviews in support of the project.
* Retrieve, collate and clean data from different sources (survey data, experimental data, administrative data, etc).
* Interpret and analyse patterns and/or trends in data.
* Manage large-scale databases and perform statistical analysis.
* Support and lead diverse dissemination and outreach activities to high-level policymakers and practitioners, including summarising research in various modes.
* Convey complex conceptual ideas or information that may be highly detailed, technical, or specialist to project participants and stakeholders.
* Contribute to the organisation of conferences, seminars and workshops.
* Assist in the writing of reports and other research outputs.