

Guidelines for BCO Research Projects

The Research Committee is central to the BCO's mission, to research, develop and communicate best practice in all aspects of the office sector, by providing a forum for the discussion and debate of relevant issues. The Research Committee commissions high quality, robust, evidence-based research that challenges thinking and informs members of recent trends and knowledge in key areas of office policy, investment, design, operation and management.

The following provides an outline of what we seek in proposals.

Areas of interest

In 2023 The Research Committee undertook an extensive piece of work, [The BCO Research Programme – Working Document](#), which sets out our areas of interest for future work. The programme is underpinned by four 'pillars': Economy, Business, Technology and ESG. We anticipate that research proposals will address at least two of these pillars. We are also seeking projects that are likely to draw out conclusions and implications relevant to at least one of the following.

- Policy and planning
- Investment and leasing
- Design and specification
- Operations and management

Requirements for a standard proposal

Proposals to the Research Committee should include the following elements.

- Title.
- Aims & key questions: what is this proposal seeking to achieve?
- Benefits to the BCO: how will the output benefit our members?
- Methodology: how will the work be conducted?
- Analysis of results: how will evidence be gathered and analysed?
- Conclusions: broadly, what objectives do you expect to meet?
- Programme: how long will the research take, including milestones?
- Costs: how does the proposed budget break down by stage?
- CVs: who will work on the project, their roles and experience?

Scale of project

The Research Committee is happy to receive proposals for projects of different scales. The following is intended for illustration.

'Signature projects' in the region of £25k-£35k. Large, stand-alone projects by a team or consortium, taking several months to complete.

'Smaller scale projects' of £10K-£15k that investigate a focused set of objectives, conducted by a small team within a relatively short period.

'Working papers' of up to £8K that typically involve one or two academics or practitioners investigating a defined but focused area of interest in order to draw attention to an important issue(s).

Process

The Research Committee is open to receiving research proposals at any time of the year, though our main route for commissioning research is through an annual 'Call for Research', in April. The Call will go out to members inviting proposals for research projects, and giving some guidance on topic areas, while welcoming additional, original ideas for investigation.