 

**University of Northampton:**

**Learning Enhancement and Innovation Bids 2017-18**

Institute of learning and Teaching in Higher Education

University of Northampton

**Introduction**

The purpose of this document is to invite University of Northampton staff, from all academic faculties and professional services departments, to bid for funds that will enable them to run projects in the field of pedagogic development, research and innovation. The document sets out the parameters and criteria that bidders should consider before submitting proposals.

**Your bid**

* You can bid for funds between £3,000 and £15,000 to run projects aligned with the priorities for funding as outlined below.
* This form should be used for all applications.
* Each faculty may submit any number of bids.
* **The deadline for submissions is Wednesday 20th September 2017**. Successful projects will be announced by October 2017. Projects can commence immediately, depending on the workplan.
* All funded projects must finish, including all deliverables, by 29th June 2018.
* 50% of the allocated funding will be transferred to each successful project, via their faculty or division at the start of the project. The remaining 50% will be transferred in July 2018, upon evidence of meeting the project aims and objectives, and the satisfactory completion of all deliverables as outlined in the Reporting section below.
* All project funds must be spent, and the goods and services received and delivered, by 29th June 2018. The project budget must reflect this. For example, all events you budget for need to fall within the funding period, i.e. within the 2017-18 financial year (ending on 31st July 2018).
* Any underspend will be returned to the Finance Department.
* Any overspend will need to be covered by the lead applicant’s faculty or division.
* Preference will be given to project teams that include at least one member who holds recognition by the Higher Education Academy (Associate Fellow, Fellow, Senior Fellow or Principal Fellow).
* The inclusion of human resources external to the lead applicant’s faculty or division (such as Learning Technologists, Learning Designers, Subject Librarians, etc) is encouraged. However, the relevant line managers need to agree to the inclusion of these colleagues in the project, and the workload allocated to them, before submitting the bid.
* The lead applicant must be a substantive member of staff at the University of Northampton.

**Priorities for funding**

We encourage bidders to come up with a variety of innovative ideas that address particular pedagogic challenges faced in practice. Preference will be given to projects that align to the core objectives of the Northampton’s Learning and Teaching Excellence Plan (<http://www.northamptonilt.com/learning-and-teaching-plan>). For this round of funding, we would welcome projects that address challenges in relation to retention, progression and assessment practice in the context of Active Blended Learning.

Examples of previous successful projects are found:

* Learning Enhancement and Innovation Fund 2016-17 (<https://www.northampton.ac.uk/ilt/research-and-funding/learning-enhancement-and-innovation-fund/>)
* Learning Enhancement and Innovation Fund – previous projects: (<https://www.northampton.ac.uk/ilt/research-and-funding/learning-enhancement-and-innovation-fund-previous-projects/>)

**Types of project**

We would like to encourage bidders to submit project proposals aligned with the priorities for funding outlined above that foster innovation and benefit in any form, in any discipline and area of academic activity. Projects could be in a single discipline or interdisciplinary, involving one or more faculties within the University.

There is no intention to restrict the type of project you can bid for, although funding will not be allocated to projects that involve:

* solely or primarily ‘desk research’
* the creation of content for teaching
* anything else that would reasonably fall within your job description

All projects must include an evaluation component.

Successful projects from previous rounds may submit new proposals, building on the objectives already achieved. A clear line of sight must be articulated, justifying the need for new funding. Colleagues who have not previously bid for this fund, or have been unsuccessful before, are equally encouraged to apply.

**What the funding may be used for**

* Employment of junior researchers (including Masters and PhD students) from the University of Northampton.
* Release of time from teaching, research or administrative duties of University of Northampton staff.
* Purchase of training or services for the benefit of the University of Northampton.
* Production of posters and other outputs.
* Hospitalities (e.g. dissemination events held at Northampton).
* Transport and subsistence (e.g. attending conferences), which should not exceed 10% of the total funding being requested or £1000, whichever is lower.
* Equipment and software for the benefit of the University of Northampton, if essential to the project and not available at the University. This should not exceed 10% of the total funding being requested or £500, whichever is lower.

**What the funding cannot be used for**

* Estates and indirects
* Overheads
* Events where the project does not feature in the form of a presentation or poster
* Any item or equipment that is readily available from the University.

**Bidding with EWOs**

EWO partners may be included in the bid on the basis of the above criteria. To be clear, any pay costs involving EWO staff must be covered by their institution.

**Reporting**

By submitting your bid, your explicitly acknowledge the following:

1. All successful projects are required to maintain a project blog, where processes and lessons learned are shared as the project unfolds. The blog must be kept up to date, from day 1, at all times. **A minimum of one substantial blog entry per month is required**.
2. All successful projects are expected to attend two project review meetings (first meeting in February 2018, second meeting in May 2018) during the funding period. The meetings should be attended by members of ILT and at least one key member of the project team. Details of the meetings will be communicated nearer the time.
3. All successful projects must submit a brief final report. The final report and all other project deliverables and outputs must be submitted to ming.nie@northampton.ac.uk, and published on the project blog by 29th June 2018 at the latest. The final report template will be circulated in May 2018.
4. All successful projects are required to present at the University of Northampton’s Learning & Teaching Conference in May 2018.

The transfer of the final funding will be conditional on meeting all four requirements outlined above.

**Support**

Please contact ming.nie@northampton.ac.uk if you want to discuss your idea or project proposal with ILT.

ILT can offer guidance during the project but cannot become involved in the operational aspects of it. The key contact (main bidder) is responsible for the running of the project and the successful achievement of its objectives and deliverables within time and budget.

**How your bid will be evaluated: criteria**

* Alignment with the priorities for funding outlined above.
* Clear, realistic and achievable objectives, outcomes and deliverables.
* Innovative.
* Robustness of the workplan, including an evaluation component.
* Fair and realistic budget.
* Positive impact for staff and students beyond the project team.
* Transferability of outputs and lessons learned.
* Creative and effective dissemination plan, which should include the presentation of the project at appropriate Faculty Development Days and internal conferences.
* Low cost, high value: does the amount requested constitute value for money?

**Evaluation process and notification**

Your bid will be reviewed by two reviewers within the University using the criteria outlined above.

The outcome will be communicated to the lead applicant via email within 4 weeks after the submission deadline. There are 3 possible outcomes:

* Your bid has been successful as is
* Your bid has been successful subject to certain conditions
* You bid has been unsuccessful, followed by feedback from the review panel

Unsuccessful bidders will have an opportunity to meet with ILT to discuss why their bid was not accepted.

**How to submit your bid**

Complete the application form below and submit it to Dr Ming Nie (ming.nie@northampton.ac.uk) in Word format, on or before **20th September 2017, 23:59pm**.

**Your proposal**

|  |  |
| --- | --- |
| **Key contact details** | (All communication associated with this application will be with the key contact.) |
| **Name of main bidder** |  |
| **Job title** |  |
| **Faculty or Department** |   |
| **Telephone** |  |
| **Email** |  |

1. **Project title**
2. **Abstract** (maximum 100 words)
3. **Priorities for funding** (maximum 100 words)

Please note: preference will be given to projects that align to the core objectives of the Northampton’s Learning and Teaching Excellence Plan (<http://www.northamptonilt.com/learning-and-teaching-plan>). For this round of funding, we would welcome projects that address challenges in relation to retention, progression and assessment practice in the context of Active Blended Learning.

**4. Project aims and objectives** (maximum 100 words)

**5. Rationale** (maximum 500 words)

Please address the following questions:

* What are the learning and teaching problems or challenges that your project will address?
* How will your project address the above problems or challenges?
* In what ways is your project innovative?
1. **Outputs and deliverables** (maximum 100 words)
2. **Evaluation** (maximum 200 words)

How will you evaluate the success and impact of your project?

1. **Intended benefit and impact** (maximum 100 words)

Please use this space to address:

* How will your project improve the student learning experience?
* How will your project change practice?
* How will your project inform institutional policy or strategy?
1. **Workplan** (preferably as a grid or Gantt chart)

The workplan should clearly show each work package, with deliverables and dates where appropriate. Projects must finish by 29th June 2018.

1. **Details of the project team**

The first row has been filled as an example.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Role in the project | Contribution to the project | Time on the project (hs per week) | HEA recognition? |
| *A. N. Example* | *Researcher* | *Research design, data collection and analysis, writing up, dissemination* | *6* | *Fellow of the HEA* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Dissemination plan** (maximum 100 words)
2. **Budget**

Provide a clear budget for the project. Insert additional rows if necessary.

| **Description** | **Employee Name** | **Days on project (from sections 9 & 10)** | **Cost per day (£)** | **Total Cost (£)** |
| --- | --- | --- | --- | --- |
| **PAY COSTS** (list all staff - one line per employee) |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
| **NON-PAY COSTS** (purchase of training or services; purchase of equipment or software; production of posters or other outputs; hospitalities for events held at UN; attending conferences, etc. – one line per item) |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
| **TOTAL REQUESTED** |  |  |  |   |
| MATCH FUNDING FROM SCHOOL OR DEPARTMENT (if applicable) |   |   |   |   |
| **TOTAL COST OF PROJECT** |  |  |  |   |

1. **Ethical issues**

You don’t need to provide any ethical issues arising from your project as part of your bid, but you’re responsible for applying for ethical approval from the relevant Ethics Committee before any research and evaluation can be carried out. In your application to the Ethics Committee, you should highlight any ethical issues arising from this project, and how they will be addressed in accordance with university regulations.

**Declaration**

I confirm that ……………………………... [name of Dean, Executive Dean or Deputy Dean] has seen this document, fully supports this project and agrees for it to be submitted under this call. I confirm that all members of the project team and their line managers (including those external to my Faculty or Division), have agreed to the workload allocation shown in item 10 and to the budget shown in item 12.

Signed: …………………………[main bidder responsible for the project]

Date: ……………………..