**University of Northampton:**

**Learning Enhancement and Innovation Bids 2021-22**

We invite University of Northampton staff, from 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.

**Your bid**

* You can bid for funds between £3,000 and £10,000 to run projects aligned with the priorities for funding as outlined below.
* Each faculty may submit any number of bids.
* **The deadline for submissions is 23rd July 2021**. Successful projects will be announced at the beginning of August. Funds will be made available and projects can commence from August 2021, depending on the workplan.
* All funded projects must finish, including all deliverables, by 30th June 2022 unless agreed with LLS.
* All project funds should be spent, and the goods and services received and delivered by 30th June 2022. The project budget must reflect this. For example, all events (i.e. conferences, dissemination events) you budget for need to be spent by 30th June 2022 although this may include pre-payment for conferences/events that take place after this date.
* 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 professional recognition by the Advance HE (Associate Fellow, Fellow, Senior Fellow, Principal Fellow or National Teaching Fellow).
* The inclusion of human resources external to the lead applicant’s faculty or division (such as Learning Technologists, Learning Designers, Academic Librarians etc) is encouraged. However, the relevant line managers of these colleagues need to agree to their inclusion in the project, and the workload allocated to them, before the bid is submitted.
* The lead applicant must be a substantive member of staff at the University of Northampton.

**Priorities for funding**

For this round of funding, we would welcome projects that address one of the following areas:

1. Improve BAME student attainment through, for example, the decolonisation of the curriculum, addressing unconscious bias, creating inclusive classrooms.
2. Embed Changemaker, social impact or UN Sustainable Development Goals into curriculum and practice.
3. Address the objectives of the Access and Participation Plan (APP) including attainment, retention and progression by ethnicity and IMD/POLAR characteristics
4. Involve students as co-creators of teaching and learning
5. Embedding gamification into the curriculum, including virtual, online and games-based learning

Research leading to practical outcomes, enhancement of teaching practice and other forms of scalable pedagogic change are welcome.

**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.

Projects from previous rounds that have delivered in full within time and budget may submit new proposals, building on the objectives already achieved. A clear line of sight must be articulated, justifying the need for new funding and the added value that this new funding will enable. 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. Help and advice on employing Researchers will be given to successful projects. Costings for staff should include overheads eg Unitemps costs.
* Release of time from teaching, research or administrative duties of University of Northampton staff. **Please note: If members of the project team are planning to work on the project on top of their normal duties and responsibilities, the cost of “backfill” should not be part of the budget. Time release should ONLY be included in the budget if there is a guarantee from the Dean or Subject Leader that a replacement for the staff member involved in the project has been identified as capable and available as a backfill prior to the submission of the bid.**
* 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.

**What the funding cannot be used for**

* Estate
* Overheads
* Purchase of equipment and software unless agreed with IT Services
* Events where the project does not feature in the form of a presentation or poster
* Any item or equipment that is available from the University.

**Bidding with partner institutions**

Partner institutions may be included in the bid on the basis of the above criteria. To be clear, any pay costs involving partner institution’s 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. **A minimum of one substantial blog entry per month is required**.
2. Successful projects will be required to attend one or more project review meetings.
3. All successful projects must submit a brief final report. The final report and all other project deliverables and outputs must be submitted to [marie.graham@northampton.ac.uk](mailto:marie.graham@northampton.ac.uk), and published on the project blog by 30th June 2022 at the latest. The final report template will be circulated in May 2022.
4. All successful projects are required to submit proposals to the University of Northampton’s Learning and Teaching Conference in June 2022, and strongly encouraged to facilitate a seminar as part of the LLS Research Seminar series

**Support**

Projects will be assigned a mentor, external to the University, to support them through the process. They will normally meet with their mentor three times during the project.

Please contact [Kate.Coulson@northampton.ac.uk](mailto:Kate.Coulson@northampton.ac.uk) or [Chris.Powis@northampton.ac.uk](mailto:Chris.Powis@northampton.ac.uk) if you want to discuss your idea or project proposal. They 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.
* Sustainability: can the project continue beyond the funding period?
* 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 of the submission deadline. There are 3 possible outcomes:

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

**How to submit your bid**

Complete the application form below and submit it to Marie Graham [\*marie.graham@northampton.ac.uk](mailto:*marie.graham@northampton.ac.uk) no later than Tuesday 23rd July 2021, 23.59pm.

**Your proposal**

**Please note that you may submit all or some of this proposal in an alternative format (video or voice recording) if you prefer. You must, however, still cover all of the sections below in the order listed.**

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

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

Which area(s) that your project will address? Please refer to the ‘**Priorities for funding’** Section above.

**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 30th June 2021.

1. **Details of the project team**

The first row has been filled as an example.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Role in the project | Contribution to the project | HEA recognition? |
| *A. N. Example* | *Researcher* | *Research design, data collection and analysis, writing up, dissemination* | *Fellow of the HEA* |
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1. **Dissemination plan** (maximum 100 words)

Please use this space to address how you will disseminate the findings of the project, including any internal events (i.e. Faculty Development Day, L&T Conference, etc.), external events (i.e. national or international conferences or events), and online presence (i.e. project blog, social media, etc.).

1. **Budget**

Please read carefully the Sections about ‘**What the funding may be used for’** and ‘**What the funding cannot be used for’** above, before providing a clear budget for the project. Insert additional rows if necessary. Help and advice on the costing for and employment of Research Assistants will be given to successful projects. **Please consult your Faculty accountant on daily cost of individual staff.**

**Please note: If members of the project team are planning to work on the project on top of their normal duties and responsibilities, the cost of “backfill” should not be part of the budget. Time release should ONLY be included in the ‘PAY COSTS’ if there is a guarantee from the Dean or Subject Leader that a replacement for the staff member involved in the project has been identified as capable and available as a backfill prior to the submission of the bid.**

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

1. **Ethical issues**

You must apply for ethical approval from your Faculty Ethics Committee, or alternatively the LLS 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. Guidance on how to apply for Ethical approval will be offered to successful candidates.

**Declaration**

I confirm that ……………………………... [name of Dean, Deputy Dean, or Associate 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 Section 10 and to the budget shown in Section 12.

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

Date: ……………………..