**Southampton Solent University**

**INTERIM PROGESS REPORT FOR**

**THE LEARNING AND TEACHING SEED FUNDING AWARDS 2017/18**

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| This mid-year progress report should be completed as concisely as possible. The boxes can be expanded as necessary. Please do not delete sections.Once this form has been completed please forward an electronic copy to slti@solent.ac.uk by **5pm on Friday 1 June 2018**.

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| Key dates:

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| Wednesday 3 January 2018 | Application close |
| Tuesday 9 January 2018 | Decision panel |
| Friday 12 January 2018 | Outcomes of bids made known |
| Friday 1 June 2018 | Interim project report deadline |
| Friday 22 June 2018 | Solent Learning & Teaching Community Conference 2017 – project output |
| July/August 2018 | Project complete |
| Friday 7 September 2018 | Final project report deadline |

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| Please note that non-submission or late submission of a report may result in ineligibility for consideration in a future funding round. By accepting this funding you also agree to the following conditions:* To present your project at the Solent Learning and Teaching Community Conference on 22 June 2018. For information on submitting to the conference, including presentation formats, please email slti@solent.ac.uk.
* To submit an End of Project Report, including a financial report detailing how your project utilised the funding awarded, to slti@solent.ac.uk by 5pm, Friday 7 Sept 2018.
* You retain the output(s) arising from your project for archiving in the Institutional Repository. Please contact the Research and Innovation team for more information on how to archive your work.
* You provide material to promote your project via the SLTI website pages.
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| 1. **Principal investigator**
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| 1. **Title of the project**
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| 1. **Remaining Project Plan**
 | **Please outline your intended plan of work for the second half of your project up until the end date of 31 July**A flow chart or diagram may be attached where appropriate. |
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| 1. **Deliverables to date**
 | **Which of your principal deliverables have you delivered so far** |
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| **5. Project Budget** | **Please provide and outline of the money that you have spent to date:** |
| Pay cost(personnel) | --Total pay: £ |
| Travel | --Total travel: £ |
| Equipment &other | --Total equipment & others: £ |

# Thank you for completing this form. Please send it to slti@solent.ac.uk by Friday 1 June 2018.