

**SLTI Seed Funding 2017/18**

**Application Form**

### Creating a culture of evidence-led practice with seed funding for learning and teaching research projects.

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| Please complete **all** sections of this application form as concisely as possible. The boxes can be expanded as necessary. Please do not delete sections.  Once your application form has been completed and signed off as appropriate, please forward an electronic copy of your signed **application form** and your completed and approved **Ethics Release Checklist** (ERC) to [**slti@solent.ac.uk**](mailto:slti@solent.ac.uk)  Please apply for your ERC through the Ethics section on the Portal: <http://portal.solent.ac.uk/research-and-innovation/ethics/ethics.aspx> Please note: if your application needs to be submitted to the panel, approval may take up to two weeks – please factor this time into your submission, as Seed Funding applications cannot be accepted without an approved ERC.  DEADLINE: **Friday 8 September 2017, 5pm.** Late applications will not be accepted.  Funding in 2017/18  Projects will be funded to a maximum value of £2,500. This funding may cover research assistance, transcription costs and conference funding, for example. Please indicate if you anticipate that your chosen conference will fall in the next financial year (2018/19) so that we can make appropriate financial arrangements. Research bids should link to the themes below.  For 2017/18, the themes for SLTI Seed Funding projects support the following aspects of the [Learning, Teaching and Student Achievement Supporting Strategy](http://portal.solent.ac.uk/documents/academic-services/academic-handbook/section-1/1b-learning-teaching-and-student-achievement-supporting-strategy.pdf?t=1450265168452). Applications should encompass one or more of the themes listed below:   * Assessment and Feedback * Student Engagement * Teaching for Diversity * Technology Enhanced Learning * Research Informed Teaching * Creative pedagogies  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Key Dates   |  |  | | --- | --- | | Friday 8 September 2017 | Application Close | | Monday 2 October 2017 | Outcomes of bids made known | | Friday 2 March 2018 | Interim project report | | Friday 22 June 2018 | Solent Learning & Teaching Community Conference – Project output | | Monday 30 July 2018 | Final Project Report | | |

**Please note: Where applicants have been awarded funding in earlier rounds of research and innovation awards their application will not be considered if project reports remain outstanding.**

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| **1. Title of the learning and teaching project** |  | | |
| 1. **Theme(s)**   (Please tick all that apply) | Assessment and Feedback  Student Engagement  Teaching for diversity  Technology Enhanced Learning  Research Informed Teaching  Creative pedagogies | | |
| **3. Project Lead** | Name |  | |
| Current Post |  | |
| Contact Address |  | |
| Tel. Number |  | |
| Solent email |  | |
| 1. **Project Team**   Who are the other members of the project team?  If there are more than two other members please keep adding to this section | Name |  | |
| Post |  | |
| Organisation |  | |
| Email: |  | |
|  |  | |
| Name |  | |
| Post |  | |
| Organisation |  | |
| Email: |  | |
| **4a. Member Roles**  Briefly describe the role of each project member |  | | |
| **5. Project Plan and Summary**  Please outline your intended plan of work, by providing a summary of your planned project including beginning and end dates for each stage of the project**. A flow chart or diagram may be attached where appropriate** |  | | |
| **6. Method**  Please outline the research method you intend to use if applicable |  | | |
| **7. Deliverables**  What are the principal deliverables of the learning and teaching project (in addition to an output at the Solent Learning and Teaching Community Conference)? |  | | |
| **8. Outputs**  Where are you intending to publish/exhibit your deliverables externally? |  | | |
| **9. Impact**  Explain how the project aligns with the themes stated within the learning, teaching and student achievement supporting strategy. |  | | |
| **10. External Funding**  Have you applied for external funding in relation to this project? | **YES** | | **NO** |
| Do you intend to apply for external funding in relation to this project | **YES** | | **NO** |
| If YES, please list all applications stating:  Type of funding,  Name of the organisation  Date of the application  Amount applied for/received  Date of the **outcome.** |  | | |

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| **11. Project Budget** | Please list all items required for the project for the duration of the funding | | | | **Project Leader to discuss the project budget with the relevant Finance Officer** |
| Pay cost  (personnel e.g. student ambassador support, external support for focus  group, transcription, data collation etc. |  | | | |
| **Total Pay** | | **£** | |
| Travel and Conference funding (Maximum for Conference and related travel = £500) |  | | | |
| **Total Travel** | | **£** | |
| Equipment &  other |  | | | |
| **Total Equipment & Other** | | **£** | |
| **Total cost** | | | **£** | |
| **How much funding is requested for this project? (Maximum: £2,500)**  If additional funding is secured/being sought please provide details below | | | **£** | |
| **Is the project likely to result in a request for funding beyond 2016/17** (Please delete as appropriate) | | | **YES** | **NO** |
| Briefly explain why the pay costs, travel, items of equipment and other miscellaneous items requested (see table above) are necessary for the project. | |  | | |

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| **12. Signing off - Project Leader to obtain the necessary appropriate signatures** | | |
| **Agreement** | **Signatory** | |
| I confirm that the information submitted in this proposal is complete and correct and that this project will be conducted in accordance with the University Ethics Policy. | Project Leader | Name |
| Signature |
| Having discussed this project budget with the applicant I confirm the detailed costs have been checked. | Finance Officer | Name |
| Signature |
| Having discussed this proposal with the applicant I confirm that the Learning & Teaching project fits within the current University strategic priorities. | On behalf of the School/Professional Service  **Post:** Dean / Director of School / Service  (please delete as appropriate) | Name |
| Signature |
| If it is a cross School/Professional Service project, or involves more than one School/Professional Service signatures must be obtained from BOTH areas | On behalf of the School/Professional Service  **Post:** Dean / Director of School / Service  (please delete as appropriate) | Name |
| Signature |

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| Thank you for completing this form. Once it has been signed off as appropriate, please forward the following to [slti@solent.ac.uk](mailto:slti@solent.ac.uk):  * an electronic copy of your signed **application form** * your completed and approved **Ethics Release Checklist** (ERC)   **DEADLINE Friday 8 September 2017, 5pm.**  **PLEASE NOTE: Late applications will not be accepted** |

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| **Additional comment from the Dean/Director of School/Service (optional)** |