**SLTI Seed Funding 2018/19**

**Application Form**

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| We’re pleased that you are applying for seed funding. If you have any questions along the way, please do not hesitate to contact [slti@solent.ac.uk](mailto:slti@solent.ac.uk). This is a great opportunity to gain funding and support for your project and we look forward to reading your proposal.  With that in mind, please complete **all** sections of this application form as concisely as possible. The boxes can be expanded as necessary. Please do not delete sections. Please make reference to how your bid relates to 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=1506886345309) in your research proposal.  Once your application form has been completed and signed off as appropriate, you will need to forward an electronic copy of your **signed** **application form** and your completed and approved **Ethics Release Checklist** (ERC) to 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, approval may take up to two weeks so factor this time into your submission, as Seed Funding applications cannot be accepted without an approved ERC.  DEADLINE: **Monday 17 September, 5pm.** Late applications will not be accepted.  There will not be a second round of funding for 2018/19 but the next deadline for 2019/20 will be Wednesday 30 January 2019. Funding for this will be released at the beginning of August 2019 and be available for use until Friday 31st July 2020.  Funding in 2018/19  Projects will be funded to a maximum value of £2,500 and applications should encompass one or more of the themes listed below, which link to the aforementioned strategy.   * Assessment and Feedback * Student Engagement * Teaching for diversity * Technology Enhanced Learning * Research Informed Teaching * Creative Pedagogies * Curriculum  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Key Dates   |  |  | | --- | --- | | Monday 17 September 2018 | Application Close (please submit by 5pm) | | Wednesday 3 October 2018 | Outcomes of bids made known | | Monday 4 March 2019 | Mid-year reporting | | Friday 21 June 2019 | Solent Learning & Teaching Community Conference – Project output | | Wednesday 31 July 2019 | Final project write-up |     **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 any that apply*) | Assessment and Feedback  Student Engagement  Teaching for diversity  Technology Enhanced Learning  Research Informed Teaching  Creative pedagogies ☐Curriculum | |
| **3. Project Leader** | Name |  |
| Current Post |  |
| Contact Address |  |
| Tel. Number |  |
| Solent email |  |
| 4. **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 rationale:**  Why this project is important for enhancing student learning; and what the question driving your research is. |  | |
| **6. Field of research** What other research has been undertaken in this field, and how the project relates to existing literature. |  | |
| **7. Method**  Please outline the research method you intend to use. |  | |
| **8. Project summary**  Please summarise briefly what you intend to do, outlining your intended plan of work, including beginning and end dates for each stage of the project**. A flow chart or diagram may be attached where appropriate.** |  | |
| **9. Dissemination**  What outputs do you plan to produce from the research and how will you disseminate them? Please be specific about conferences (including the date), exhibitions or journals. Please note that you are required to present something at Solent Learning and Teaching Community Conference as a condition of funding, but this is a minimum requirement |  | |
| **10. Outcomes**  What changes in practice do you envisage your research bringing about? |  | |
| **11. Impact**  Explain how the project aligns with the themes stated within the Learning, Teaching and Student Achievement Supporting Strategy. (Link provided in the introductory section of this application). |  | |

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| **12. 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. SURIS research assistants, student ambassador support for focus groups, transcription, data collation etc.) |  | | | |
| **Total Pay** | | **£** | |
| Travel and Conference funding (*please include the date in section 9*). |  | | | |
| **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 2018/19** **for conference attendance (beyond 31 July 2019)** | | | **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 |
| 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 Monday 17 September 2018.**  **PLEASE NOTE: Late applications will not be accepted** | | |

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