**SLTI Seed Funding 2019/20**

**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. 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 screenshot of 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:* ***Tuesday 17 September 2019, 5pm.*** *Late applications will not be accepted.*  If you have any questions at any time, please contact us on [slti@solent.ac.uk](mailto:slti@solent.ac.uk).  Funding in 2019/20  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

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| **Tuesday 17 September 2019** | **Application Close**  Please submit by 5pm |
| **Tuesday 1 October 2019** | **Outcomes of bids made known and funds released** |
| **Wednesday 23 October 2019** | **Meet and greet**  Successful applicants to meet each other and ask SLTI colleagues any outstanding questions |
| **Tuesday 3 March  2020** | **Mid-year reporting meet-up**  A time to report on project progress and support each other with personal experiences. Lite lunch included. |
| **Friday 19 June  2020** | **Solent Learning & Teaching Community Conference** – Project output |
| **Monday 14 September 2020** | **Final project output uploaded on** [**SEA**](http://ssudl.solent.ac.uk/)**.** E.g. A report, journal article, conference paper.  We also strongly recommend submitting articles to a journal of choice (external or internal). |

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

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| **1. Title of the learning and teaching project** |  | |
| 1. **Theme(s)**   (*Please tick the most relevant. Maximum 3*). | Assessment and Feedback  Student Engagement  Teaching for diversity  Technology Enhanced Learning  Research Informed Teaching  Creative pedagogies ☐Curriculum | |
| **3. Project Leader** | Name |  |
| Current Post |  |
| 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 2 |  |
| Post |  |
| Organisation |  |
| Email |  |
| Name 3 |  |
| 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 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 Management Accountant prior to submission** |
| 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 your total figure | | | **£** | |
| **Is the project likely to result in a request for funding beyond 2019/20** **for conference attendance (beyond 31 July 2020)** | | | **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. | |  | | |
| Cost code(Find this out from your Management Accountant) | |  | | |  |

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| **13. 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.  I also agree that any unspent funds will be returned to SLTI on or around 31 July 2020. | 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.  I also agree that any unspent funds will be returned to SLTI on or around 31 July 2020. | 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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| **Additional comment from the Dean/Director of School/Service (optional)** |

# 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**
* a screenshot of your completed and approved **Ethics Release Checklist** (ERC)

*DEADLINE:* ***Wednesday 18 September 2019, 5pm.*** *Late applications will not be accepted.*

**FAQs**

1. **Is anyone available to advise me on completing my application?**Yes, a member of the SLTI team would be happy to give you advice on completing your application. Contact Christel Pontin on [slti@solent.ac.uk](mailto:slti@solent.ac.uk) in the first instance.
2. **What can I spend the funding on?**This funding should be used to further your project and help you with data collection and dissemination of ideas. People have used it for the following in the past:

* **Vouchers for interview / focus group participants** (Love2Shop). These must be purchased at the beginning of the project, or at least 2 weeks before you want to use them (minimum spend £100);
* **Payment for transcribers** ([Campus jobs](http://portal.solent.ac.uk/careers/campus-jobs/using-campus-jobs/using-campus-jobs.aspx) – they must be registered prior to starting the work / if you are using a company you must ensure that they are either set up as a supplier so that you can raise a purchase order (and they can send an invoice) or that that they can be paid with the procurement card held by the Purchasing team. You must raise the purchase order before they start the work. Failure to do so may result in delays in them being paid. Contact the Purchasing Team for advice ([finance.purchasing@solent.ac.uk](mailto:finance.purchasing@solent.ac.uk));
* **Conference attendance** (to disseminate your research). This can include travel and accommodation, where applicable. The conference MUST run before 31 July 2020 and if it is likely to fall after this date you must state this in section 12 to allow SLTI to budget accordingly;
* **SURIS research assistant**. This scheme is run by R&I so contact them at [research.innovation@solent.ac.uk](mailto:research.innovation@solent.ac.uk) for more information.
* **AL hire**. ALs cannot be paid through VTS for work on Research projects. An ATR will need to be raised and approved before the AL can start work on the project. Please contact your P&D Business Partner for advice. Failure to do so may result in long delays in paying the AL for the work. The appropriate rate of pay must be included in costings in your budget.

1. **I’ve done previous research and want to develop it with Seed funding. Is that OK?**Yes, that is fine. Reference your pilot research in your application and show how you will expand on it.
2. **Can I collaborate with others on my project?**Yes, we have had many collaborative projects in the past; both cross departmental and not. We also encourage collaborating with students, if this is suitable for your project subject. If you want to collaborate with externals, they must commit to match funding conference-related costs. Please provide an email
3. **My project is specific to my subject area. Is that OK?**  
   We support subject-specific projects that run but expect you to show a clear transferability between courses. This might be a principle used that could be used in another School. If you’re unsure if your project meets this criteria, contact us at [slti@solent.ac.uk](mailto:slti@solent.ac.uk) to talk it through.
4. **How many academic references should I include in my application?**It is advised that you show the panel where your research will contribute and add to the current literature. Therefore, the number of references will vary, depending on the subject. If it is a new are then there may not be a lot of literature. If it is a well-researched area, you will have to discern a sensible number of quality references in relation to the length of your proposal. You can include a reference list in section 6 of the application form.
5. **Who is my Management Accountant?**

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| **SADF** | **Darren Green (ext.3386)** |
| **SBLC** | **Val Scott (ext.3830)** |
| **SMAT** | **Darren Green (ext.3386)** |
| **SSHSS** | **Val Scott (ext.3830)** |
| **WSMSE** | **Liz Firth (ext.6084)** |
| **Professional Services** | **David Walker (ext.3293)** |

***If you have any further questions, email them to*** [***slti@solent.ac.uk***](mailto:slti@solent.ac.uk)***.***