University Education Development Fund 2019-20

Overview and guidance notes for applicants

The University Education Development Fund provides grants to support the development of new approaches to learning and teaching, and to enable their dissemination across the University. The fund offers a fantastic opportunity to propose and deliver projects with real benefit to students' education at Newcastle University.

Proposed projects must align with the aims and key themes of the Education Strategy.

The University Education Development Fun was formerly known as the Innovation Fund. In addition to the educational benefits, past Innovation Fund projects have also offered stepping stones to other internal and external learning and teaching opportunities, funding, and reward and recognition.

The fund has two strands:

Responsive Grants – Funding up to £2500

Strategic Grants – Funding up to £10000

Both responsive and strategic projects are held in equal esteem, the differentiation offers increased flexibility in the scale of projects.

Applicants are advised to read this guidance thoroughly when putting together their application.

Applicants are recommended to attend a University Education Development Fund applicant webinar and/or a workshop to find out more about the scheme and hear from successful past applicants. Workshop/Webinar dates can be found on the staff training and development website https://elements.ncl.ac.uk.

This document contains detailed guidance for applicants, please read this information in full before submitting an application. If you require further clarification please contact educationdevfund@newcastle.ac.uk.

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1. **Application deadlines for 2019-20**

    a. Semester 1: Wednesday 20 November 2019, 17:00

    b. Semester 2: Monday 4 May 2020, 17:00

    1.1. Applications for both strands will be accepted at both submission deadlines.

    1.2. Application forms can be found on the LTDS website:
    https://www.ncl.ac.uk/ltds/funding/teaching/

    1.3. Applications must be made using the applicable form, and the specified page limit must be adhered to.

    1.4. Completed applications must be emailed to educationdevfund@newcastle.ac.uk by **5pm** on the day of the deadline.

2. **Funding**

    2.1. Awards of up to £2,500 can be made for responsive projects and of up to up to £10,000 for strategic projects. The University Education Development Fund has £40,000 to allocate annually, across two decision dates.

    2.2. Projects are welcome to secure matched funding from other internal or external sources, although there is no obligation to do so.

    2.3. The allocations from the University Education Development Fund come from University Central Strategic funds. All expenditure must be in line with the University's Financial Regulations http://www.ncl.ac.uk/internal/finance/policies/index.htm.

    2.4. The panel will consider all funding requests based on the rationale offered by project teams and against the criteria noted below. The panel may ask teams to revise their initial proposals and/or costings.

3. **Key information for both strands**

    3.1. All proposals must include a statement from the Head(s) of Unit(s) to confirm that they endorse the proposal, recognise the value of project to their Unit(s), and that they recognise and approve the time commitment for the staff involved in the project.

    3.2. All projects are expected to include students in the design, undertaking and/or evaluation of the project, as appropriate. Where this is not appropriate for the planned project, a clear

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rationale for this should be provided. This will be taken into account by the panel and will not affect the chances of being awarded funding.

3.3. All projects must identify the strategic priorities that they further. These may come solely from the [Education Strategy](#) or project teams may also identify relevant areas of the student success and progression elements of the [Access and Participation plan.](#)

3.4. All proposals should consider ethical issues as part of their proposal, and include a brief statement of how these issues will be addressed and, if required, ethical approval secured.

3.5. Where the plans for dissemination of a project including presenting outcomes at a conference funding may be sought to assist student contributors to attend and present. Where funding is available through academic units and Faculties for staff conference attendance this should be used instead of requesting it as part of an Education Development Fund application.

3.6. Funding from the Education Development Fund cannot be used to buy out staff time. It can be used to employ student interns, and where appropriate individuals external to the institution. Applications that seek to use some of the funding requested to extend the hours of existing part-time or fixed term staff members will be considered on a case by case basis, and applicants will be expected to provide a rationale for this approach.

3.7. All proposals that involve an information technology or technology enhanced learning element should consult with colleagues in central services such as NUIT, and provide evidence of this consultation as part of the proposal.

3.8. Upon receipt by LTDS all proposals will be forwarded to the relevant Faculty Deans for comment. Comments may also be solicited from colleagues in relevant central services, as required, depending on the project's area of work.

4. **Criteria and strand-specific guidance: Responsive projects**

4.1. The proposed projects are assessed against the following criteria.

   a. Clearly supports and furthers the identified theme/s of the Education Strategy.

   b. Benefits students and the educational experience within an academic unit

   c. Involves students effectively and appropriately in the project

   d. Feasible with the resources requested and in the timescale proposed

   e. Identifies appropriate mechanisms for evaluating the project and its impact.

4.2. Responsive projects can be specifically focussed within an individual academic unit, or across multiple areas as appropriate to the project.

4.3. Proposals may come from an individual or a project team.

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4.4. Successfully funded responsive projects will be required to present a poster at the Learning and Teaching conference following completion of the project.

5. Criteria and strand-specific guidance: Strategic proposals

5.1. The proposed projects are assessed against the following criteria.

   a. Clearly supports and furthers the identified theme/s of the Education Strategy.

   b. Benefits students and the educational experience across schools/faculties/the institution

   c. Involves students effectively and appropriately in the project

   d. Feasible with the resources requested and in the timescale proposed

   e. Identifies appropriate mechanisms for evaluating the project and its impact.

   f. Identifies opportunities for dissemination and/or embedding the project findings/outputs.

5.2. Strategic projects must involve collaboration across academic units and/or services and have potential benefits that are applicable beyond a single school or academic unit.

5.3. Successfully funded strategic projects dissemination plans must include, though are not limited to, a workshop/presentation contribution to the next Learning and Teaching conference following completion of the project.

5.4. Following completion of the funded strategic project, project teams will be required to submit a short (500 word) report for the University Education Committee, identifying the impact of the project and any potential for ongoing benefits across the university.

6. Panel and outcomes

6.1. Proposals will be considered by a panel convened by the Pro-Vice-Chancellor for Education comprising of three Faculty representatives (typically DELT/HELTs), the NUSU Education Officer, a student representative, and a representative from LTDS.

6.2. LTDS will notify project leads of the outcome of their proposals and provide feedback from the panel approximately 4 weeks after the application deadline. The panel's decisions are based on three categories:

- Green: the project can proceed as is or with minor changes

- Amber: the project team is invited to make amendments based on the panel's feedback and resubmit for the following round of the University Education Development Fund.

- Red: the project is not funded at this time, and there is a moratorium of one year before an amended version of this project can be resubmitted.