

Office of the Vice-President for Learning and Teaching

Strategic Alignment of Teaching and Learning Enhancement Funding in Higher Education 2019

Developing Disciplinary Excellence in Learning, Teaching and Assessment

INFORMATION AND GUIDELINES FOR APPLICANTS

1. Purpose

[The Strategic Alignment of Teaching and Learning Enhancement Funding 2019 \(“Developing Disciplinary Excellence in Learning, Teaching & Assessment”\)](#) is a joint initiative of the National Forum for the Enhancement of Teaching & Learning (‘the National Forum’) and the HEA and will be administered in UCC by the OVPLT through the Centre for the Integration of Research, Teaching and Learning (CIRTL). This funding aims to enable the development of a strong foundation for future enhancement of teaching and learning within an institution in line with local priorities. Through this funding, UCC hopes to disburse approximately €500,000 through a competitive internal application process. We invite proposals for initiatives with potential for significant and sustainable impact on student learning.

Applications are invited in any of the following four categories:

- 1. T&L Initiative Type 001/19: Supporting and Highlighting the Value of Teaching and Learning Enhancement within Higher Education Institutions.**
Budget Limit: €2000 available per proposal. Approximately 20-25 small projects will be supported through combined funding from the National Forum and a substantial contribution from the Office of the Vice President for Learning and Teaching (OVPLT).
- 2. T&L Initiative Type 002/19: Teaching and Learning Enhancement within Disciplines.**
Budget Limit Guideline: medium (30-50k) and large (100-150k) proposals are invited.
- 3. T&L Initiative Type 003/19: Teaching and Learning Enhancement across Disciplines.**
Budget Limit Guideline: medium (30-50k) and large (100-150k) proposals are invited.
- 4. T&L Initiative Type 004/19: Teaching and Learning Enhancement in Collaboration with Professional Bodies and/or Industry Partners.**
Budget Limit Guideline: medium (30-50k) and large (100-150k) proposals are invited.

Applications to all initiative types can be made in any field of teaching and learning practice but are particularly encouraged in the areas of:

- Novel and innovative forms of assessment;

- Teaching for diversity;
- Building digital fluency to enhance learning, teaching, and assessment;
- Using data analytics to enhance learning and teaching practice;
- Curriculum design;
- Engaging students as partners in learning, teaching, and assessment.

Proposed initiatives must be clearly aligned to one of the [four strategic priorities of the National Forum](#), and must meet the essential criteria outlined in the National Forum [call document](#). These criteria are detailed per initiative type, and must be adhered to.

2. Who can apply?

All UCC staff involved in teaching and the support of student learning are eligible to apply. The lead applicant for any initiative must have a contract of employment until at least December 2020. This is necessary to ensure that the initiative leader will be in a position to manage, and report on, expenditure of the funding at project review points. Inter-institutional collaboration (between higher education institutions in the Republic of Ireland) is permitted for initiative types 002-004.

3. How to apply

The [application form](#) should be completed and submitted by email to l.lee@ucc.ie before 5pm on **Friday 30th August 2019**. One email should be sent per application, containing all relevant documents as attachments. All applications should be signed off by the Head of School, College or Unit. You can download the application form [here](#).

Applications to initiative types 002-004 require a two-step approval process. Having completed the internal application process, successful UCC applications will be submitted to the National Forum for final review by **Tuesday 8th October 2019**. Feedback on each proposal will be provided by an international review panel, including recommendations for implementation to be considered, as appropriate.

Submissions to the National Forum for final review have two parts:

1. The completion of a brief online form (information required will be the same as that for the UCC internal application process).
2. T&L Initiative teams must also provide a video/recorded presentation* (not more than 12 minutes) that clearly outlines:
 - Title of T&L Initiative
 - T&L Initiative team members and institution/s
 - Overview of the proposed Initiative
 - Context - Why is this project important?
 - Key deliverables anticipated (include what change will result from this project?)

*Internal support will be provided for the creation of videos.

4. Initiative costs

The maximum funding available for proposals under initiative type 001 is €2,000. For initiative types 002-004, medium (30-50k) and large (100-150k) proposals are invited.

Eligible costs include:

- The purchase of essential materials, books or software;
- Purchase of learning resources;
- Pay costs¹
- Attendance at training courses
- Attendance at relevant conferences to disseminate initiative findings;
- Staff development;
- Dissemination costs;
- Consultant/subcontractor costs
- Equipment and infrastructure²
- Software³
- Travel and subsistence⁴

¹ Pay costs could, for example, include hiring a research assistant, research support officer or paying student support. In addition, UCC is exploring the possibility of secondment of academic staff from schools to CIRTl to work part-time on enhancement projects of relevance to their discipline. Hence, pay costs may also include back-fill to schools.

² Funding can be spent on equipment and infrastructure, providing any single item does not cost more than €15,000. The total percentage of funding spent on equipment and infrastructure must not exceed 20% of the total budget. The type of equipment that can be purchased must be essential to ensuring the proposal plan deliverables are achieved.

³ Funding can be spent on software, for example to pilot a particular approach, but careful consideration should be given to sustainability and how such software would be funded post 2020.

⁴ Any travel expenses will be subject to UCC travel and subsistence policies.

The budget must be realistic and reflect the amounts required to achieve the project objectives. All spending must be undertaken in line with UCC's procurement policies.

5. What are the criteria for selection?

Applications will be assessed and selection criteria will include the following:

- Demonstrated innovation and impact
- Originality of initiative
- Potential to enhance student learning and engagement
- Relevance to UCC's Academic Strategy
- Alignment with one of the four strategic priorities of the National Forum
- Focus on how knowledge and best practice will be shared
- Enhancement of the learning and teaching practice of the applicant(s)
- Sustainability of the initiative
- Appropriate costings
- Targets lie outside normal School/College/unit funding
- Overall quality of application
- The Head of School/Unit should be supportive of the application

Applications to initiatives types 002-004 must meet the essential criteria outlined in the [National Forum call document](#). These criteria are detailed per initiative type, and must be adhered to.

6. Selection process

Applications will be assessed against the selection criteria by the selection committee which will report to the Vice-President for Learning & Teaching. The review panel will include:

- Representative from the Office of the Vice-President for Learning & Teaching
- Representative from the Centre for the Integration of Research, Teaching & Learning
- Representative from the Centre for Digital Education
- Representative from the Quality Enhancement Unit
- Students' Union Education Officer
- Chair Academic Council Learning and Teaching Committee or nominees
- Chairs of UCC's college-level Teaching & Learning Committees or nominees
- External reviewer

7. Notification of award

The review panel meeting will take place during September 2019. Applicants will be notified when the proposal review process has been completed and the outcome has been approved by the Vice-President for Learning & Teaching.

8. Successful Applicants

Successful applicants may be asked to:

- Make a contribution to activities sponsored by OVPLT such as the delivery of seminars.
- Researchers will be encouraged to consider peer-reviewed publication of their findings.
- As per the requirements of the National Forum, all budget must be spent by December 2020.
- As per the requirements of the National Forum, all resources generated by T&L Initiatives must be made available under [creative commons licence](#).

9. Review Process for Funded Initiatives

For initiative type 001/19:

Successful applicants will be invited to participate in a Learning & Teaching showcase within one year of funds being allocated to provide an overview of the project and an evaluation of the projects success. A breakdown of expenditure must be submitted to OVPLT on completion of the project.

For initiative types 002-004/19:

As per the requirements of the National Forum, all T&L Initiatives will be reviewed at least once during 2020. T&L Initiative teams will be invited to present their work to an international panel in keeping with the current National Forum review process. Prior to this review, a detailed work-plan and summary of the overall budget and the committed and projected spend of the T&L Initiative must be submitted.

In December 2020, on completion of the T&L Initiative, the team will be required to provide a video/recorded presentation/case study. Details regarding the format of this final submission will be agreed with T&L Initiative teams in advance. In addition, the full details of the budget spend signed off by the institutional financial office must be provided.

Internal support will be available for the review process.

10. Support

Queries should be directed to Dr Laura Lee (Centre for the Integration of Research, Teaching and Learning): l.lee@ucc.ie; 4904635.