

Office of the Vice-President for Learning and Teaching

Strategic Alignment of Teaching and Learning Enhancement Funding in Higher Education (SATLE) 2024 Open Call

Information and Guidelines for Applicants

Purpose

The Strategic Alignment of Teaching and Learning (SATLE) 2024 fund is administered by the National Forum for the Enhancement of Teaching and Learning in Higher Education, in partnership with the Higher Education Authority. Locally, the fund is administered in UCC by the Office of the Vice President for Learning and Teaching (OVPLT) through the Centre for the Integration of Research, Teaching and Learning (CIRTL). We invite proposals for projects with potential for significant impact on teaching and student learning at UCC.

Proposed projects must be clearly aligned to one or more of the call themes:

- Inclusive Learning, Teaching and Assessment
- Digitally enabled Learning, Teaching and Assessment
- Education for Sustainable Development
- Academic Integrity
- Delivering the Connected Curriculum – connecting students with research, SDGs, employers, entrepreneurship, and the world

Who can apply?

All UCC staff involved in teaching and the support of student learning are eligible to apply. Project leads must ensure that they are able to manage and report on expenditure of the project for the duration of the funding. Inter-institutional collaboration is permitted but must be arranged by the project lead/team. Project funding cannot be transferred or allocated directly to external partners/collaborators.

Please note project activities should be completed by 30th June 2025.

How to apply

The application form should be completed and submitted as a PDF file via this [Microsoft Form](#) by 5pm on Thursday 28th March 2024. All sections of the form must be completed. Do not exceed the

specified word count or add supplementary information (including hyperlinks). All applications must be signed by the Head of School, College, or Unit of the lead applicant.

Project costs

Small grant (max €2,000 per application) and larger grant (max €15,000 per application) proposals are invited. An applicant may apply for either or both the smaller or larger grant type and may submit more than one application in each of the funding streams. However, it is very unlikely that an applicant will receive more than one grant under this call due to available funding.

Please note that all proposed costs should clearly be in support of the project aims.

Eligible costs include:

- Pay costs;¹
- Equipment;²
- Travel and subsistence
- Purchase of materials
- Attendance at training courses
- Staff development costs
- Dissemination costs including attendance at relevant conferences to disseminate findings
- Consultant/subcontractor costs

¹ Pay costs could, for example, include hiring a research assistant, research support officer or paying student support. Applicants should ensure the total cost for a hire is reflected in the proposed budget, including pension and PRSI as appropriate. Budget **cannot** be utilised to support buying out of time for project team members.

¹ Student fees and/or stipends are **not eligible** under SATLE funding. Students working on a SATLE project can be paid through the UCC [hourly occasional](#) payroll.

² Funding can be spent on equipment, provided the total equipment spend does not exceed 20% of the overall project budget. The equipment purchased must be essential to ensuring the proposal plan deliverables are achieved. Careful consideration should be given to sustainability and how such equipment would be utilised and maintained post the SATLE 2024 funding period. Any equipment purchased with funding received under this call will remain the property of UCC.

Funding received under this call must be used for the project outlined in the application.

The budget must be realistic and accurately reflect the amounts required to achieve the proposal objectives. All purchases should be essential to the broader Teaching and Learning enhancement objectives of the proposal.

The awardee may not reclaim expenditure for items/activities that have already taken place, i.e. before notification of this award.

The awardee must ensure that the funding is used in line with all relevant financial procedures. Recipients should adhere fully with UCC rules, procedures and standards relating to procurement, HR hiring and payment, travel, etc.

The awardee is responsible for ensuring spending does not exceed the budgetary allocation. Any over-spend will be covered by the relevant School/Department/Unit.

Overheads are not eligible and will not be funded under SATLE funding.

Application review

Applications will be assessed by a review panel and assessed according to the following criteria:

- Demonstrated need for and innovation of the project.
- Commitment to a students as partners approach.
- Impact on applicant's/institutional teaching practices.
- Impact on student learning.
- Potential for scalability and transferability.
- Appropriate costings.
- Overall quality of application.
- The Head of School/Unit must be supportive of the application.

Selection process

The selection committee reports to the Vice-President for Learning & Teaching. The selection committee will include:

- Representative from the Centre for the Integration of Research, Teaching & Learning
- Representative from the Skills Centre
- 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 nominee
- Chairs of UCC's college-level Teaching & Learning Committees or nominees
- External reviewer

All decisions of the selection committee are final and not open to appeal.

Notification of award

The selection committee meeting will take place following receipt of applications. 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.

Successful applicants

Successful applicants should note:

- All budget must be spent or committed to by the 30th June 2025, and project activities should be completed by the 30th June 2025.
- You are required to contribute to dissemination activities sponsored by OVPLT/CIRTL as requested such as the delivery of seminars and participation in a Teaching and Learning Enhancement Showcase.
- You are required to provide information as necessary for reporting to the funding body.
- As per the requirements of the National Forum, educational resources (e.g. case studies of good practice) generated by T&L projects must be made available under [creative commons licence](#). As resources become available, they must be added to the [National Resource Hub](#). This can be facilitated by emailing admin@teachingandlearning.ie
- The [logos](#) of the National Forum, the HEA and Government of Ireland must be included on all disseminations arising from funded projects.

Review process for funded projects

UCC will report to the funding body at their request. All successful applicants will be required to provide information as necessary for UCC's report. Details of reporting requirements will be agreed with successful applicants in advance. Please note the date for reporting may precede the close of the projects (30th June 2025) as the reporting date will be dictated by the funding body.

Support

Queries should be directed to satle@ucc.ie