

**Teaching & Learning Research and Enhancement Fund**

APPLICATION FORM

Please complete and return by email to the Office of the Vice-President for
Teaching & Learning: 🖂 vpteachingandlearning@ucc.ie; 🕿 (021) 4903609

Please read the [Information and Guidelines for Applicants](https://www.ucc.ie/en/media/support/ovptl/refund/TLResearchEnhancementFund_Guidelines_2018.pdf) before completing this form

Please submit one email per application, containing all relevant documents as attachments

DEADLINE FOR THE SUBMISSION OF APPLICATIONS

Monday 9th April 2018

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| **1.** Application t**ype:** | [ ]  Individual application |  [ ]  Team application | *(Please tick one box)* |

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| 2. Contact details (for applicant or team representative): |
| Name: |   |  |  |
|  | *First* | *Last* | *Middle Initial(s)* |
| School/Dept./Unit: |   |
| Position/Role: |   |
| Address: |   |
| Email address: |   |
| Phone number: |   |

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| 2a. For team applications:Please list all other team members |
| Name | School/Department/Unit | Position/Role |
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|  |  |  |

\* For larger teams please add rows using the icon that appears when you click in the lower right cell of the table.

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| 3. Project title:*Please provide a brief descriptive title for this project*  |
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| 4. Abstract:*Please provide a brief summary of the project. For successful projects this text will be used on the OVPTL web page (Max. 200 words)* |
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| Word count for this section:  |  |

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| 5. Description of the project:*Please provide a brief outline of the project and its proposed implementation. This should include information on the need for the project; aims and objectives; methods; expected outcomes; and a description of how it will benefit the university and beyond. Information on the requirements of the research in relation to* [*ethical approval*](https://www.ucc.ie/en/research/about/ethics/) *should also be included. (Max. 500 words)* |
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| Word count for this section:  |  |

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| 6. Outcomes and impact on teaching and learning:*Please provide details of how you will disseminate the project outcomes, how these will benefit students and how this will benefit the wider university. (Max. 200 words)* |
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| Word count for this section:  |  |

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| 7. Project timeframe and milestones:*Please provide details of proposed project commencement and end dates and project milestones* |
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| 8. Amount requested:*Please provide a justification of anticipated costs in the categories ‘consumables’, ‘travel and subsistence’, ‘staff development’ and ‘other’. The maximum grant amount will be €2,000.* |
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| **8a. Breakdown of costs:** |
| **Description** | **Cost (€)** |
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\* Please add rows as required using the icon that appears when you click in the lower right cell of the table.

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| 8b. Cost centre details:*Please provide details of cost centre and research or activity code for transfer of funds should your application be successful.* |
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| 9. Short resume of applicant or team:*(Max. 500 words)* |
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| Word count for this section:  |  |

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| 10. Consent |
| UCC may wish to use elements of the information provided in this application form, anonymously, in publicity for this scheme. If you do not wish this information to be used for publicity purposes please tick here | [ ]  |

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| 11. Declaration |
| I confirm that, should my application be successful, the funds received will be used solely to undertake the research as detailed in this proposal, as outlined in the Information and Guidelines for Applicants | [ ]  |

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| 12. Signatures: |
|  |  |  |  |
| Signed: |   | Date: |   |
|  | *Head of School or equivalent* |  |  |
|  |  |  |  |
| Signed: |   | Date: |   |
|  | *Applicant* |  |  |

Applications must be submitted electronically to vpteachingandlearning@ucc.ie before 5pm on Monday 9th April 2018. Please submit one email only per application.