EDUCATION ENHANCEMENT PROJECTS

GUIDANCE FOR HEFi FELLOWS AND HEFi SCHOLARS APPLICANTS

(2019-20)

CONTENTS	

1.   OVERVIEW OF THE EDUCATION ENHANCEMENT FUND 2019

The Education Enhancement Fund (EEF) is available for staff to undertake projects that enhance our research-intensive learning and teaching practices, and demonstrate clear benefits to students at the University of Birmingham.

This year, we are ring-fencing some of the funds for HEFi Fellows and HEFi Scholars, with the aim of supporting small pedagogic research and evaluation projects, and their dissemination.

The deadline for these applications is **Monday 25th November 2019 (12 noon)**; please note that late submissions will not be accepted.

Further information and guidance, including the application form, are available from the EEF projects website: https://www.birmingham.ac.uk/university/hefi/funding-opportunities/index.aspx.

2. PREPARING YOUR APPLICATION

Who can apply?
- Anyone who is recognised as a HEFi Fellow or a HEFi Scholar on the deadline date for applications may apply.
- Applications will be accepted from individuals or small teams. Please note that in the case of applications from teams, the Project Lead must be a current HEFi Fellow or a HEFi Scholar.

What is the purpose?
- The HEFi Fellows and HEFi Scholars are recognised for their sustained commitment to educational leadership within the University of Birmingham. This fund is available for specific projects that the Fellows and Scholars lead that will promote the scholarship of teaching and learning, and support the development of a pedagogic research community at Birmingham.

What are the themes?
- There are no set themes. HEFi Fellows and HEFi Scholars are invited (for example) to explore areas of interest in education that might be transferable to others, evaluate existing projects, undertake research that may lead to proposals for bigger projects and applications to the Education Enhancement Fund, seek collaboration with others within and outside of the University. The only condition is that the funding must be used to promote the scholarship of teaching and learning, and support pedagogic research.

How much is available, and what can the money be used for?

There are up to ten awards of a maximum of £1,000 each, to be spent by 31/7/2020; and there are a number of ways in which this money can be used, including:

- Paying for student / administrative support.
- Travel to and from other UK institutions to learn from the practice of others.
- Conference fees to disseminate the outcomes of a project.
- Paying for an external speaker's expenses (excluding international travel) or providing refreshments at a dissemination event.

What can the money NOT be used for?

- Non direct staff costs (i.e. we would only fund salary).
- Tuition fees or stipends (e.g. for a PhD or masters course).
- International travel.
- Equipment.
- Ongoing software or licences.

Is there anything else I need to consider before applying?

- If your project spend includes staff buyout or employment, you should get your Head of School's confirmation that they support this.
- Check the online ethics self-assessment form (https://www.birmingham.ac.uk/forms/finance/saf.aspx) to establish whether or not your project will require University ethics approval. Please note that projects involving human participants will usually require full ethics approval.
  Please note that if you are awarded funding you will be invited to a drop-in session on **11th December 2019** to help you navigate the ethics process; and the deadline for the submission of ethics applications for this funding stream is **18th December 2019.**
- Download the guidance for applicants that's available on the website, and make sure that your application follows the information there.

When is the deadline for applications?

- The deadline for us to receive applications is noon on Monday 25th November 2019.
- Late submission will not be accepted.
- Successful applicants will be notified by email by Friday 13th December 2019.

How do I apply?

Once you have checked the guidance for Fellows/Scholars applicants (available from the website), you should download the application form from the website. The completed form should then be sent (as a Word document) to hefi.projects@contacts.bham.ac.uk, to be received no later than noon on Monday 25th November 2019.

Projects will be acknowledged within two working days of receipt, and will be assessed by the HEFi Management Group (at a meeting on 9th December), who will determine awards based on the project's potential to support the scholarship of teaching and learning, and develop pedagogic research at the University of Birmingham

If successful, how do I access the funds?

Funds will be transferred to an account within your School or Department, and you will be advised of the budget code.

Please note that unapproved overspends, or spending beyond 31/7/2020, will not be met by the Education Enhancement Fund.

Conditions of funding

Successful project leaders must be prepared to share the outputs of their projects, through HEFi, with staff at the University of Birmingham. This will consist of a project report/case study and dissemination which might include:

• Producing a MicroCPD.
• Running a HEFi Showcase Series Workshop.
• Demonstrating a teaching initiative through the Open Classroom.
• Submitting a Conference proposal to HEFi20.
• Contributing to the Big Conversation.

3.   KEY CONTACTS AND INFORMATION

All project enquiries: hefi.projects@contacts.bham.ac.uk.
Please do not email individual mailboxes.
Please ensure that you include your project reference code (provided in the acknowledgement of receipt of your application) as part of the subject line in all emails about your project.

University financial procedures – see https://intranet.birmingham.ac.uk/finance/index.aspx

University of Birmingham's Code of Practice for Research (in particular sections 3.6 and 7)
http://www.birmingham.ac.uk/Documents/university/legal/research.pdf

Useful resources include the central University ethical review process material at
http://www.rcs.bham.ac.uk/ethics/index.shtml and the British Education Research Association's
Ethical Guidelines for Educational Research (available on the BERA website www.bera.ac.uk).