EDUCATION ENHANCEMENT PROJECTS – OPEN CALL

GUIDANCE FOR APPLICANTS

(2019-20)

CONTENTS

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Overview of the Education Enhancement Fund 2019</td>
</tr>
<tr>
<td>2.</td>
<td>2019-20 funding timeline</td>
</tr>
<tr>
<td>3.</td>
<td>How to apply</td>
</tr>
<tr>
<td>4.</td>
<td>Preparing your application</td>
</tr>
<tr>
<td>5.</td>
<td>Approval criteria</td>
</tr>
<tr>
<td>6.</td>
<td>Key contacts and information</td>
</tr>
</tbody>
</table>

Page | 1
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 inviting applications from staff that develop research-intensive expertise and evidence-based practices under the themes from the HEFi19 Conference:

- Lifelong learning
- Digital futures
- Tackling inequality
- Employer-led learning

EEF projects must align with our ambitions for education in a research-intensive university, and should have the potential to deliver impact beyond a specific programme or School. Staff are encouraged to involve relevant colleagues and students to form project teams that enable expertise to be shared during and beyond the life of the project.

Given the broad focus of this round, we anticipate considerable variation in the range and scale of bids, including some small scale projects, but all of which will demonstrate impact, sustainability and value for money.

The deadline for all applications is Thursday 31st October 2019 (12 noon); please note that late submissions will not be accepted.

Further information and guidance, including the application form and contact details for the EEF projects team, are available from the EEF projects website: https://www.birmingham.ac.uk/university/hefi/funding-opportunities/index.aspx.
2. 2019-20 FUNDING TIMELINE

<table>
<thead>
<tr>
<th>Time period</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>19th-30th September</td>
<td>“Orientation workshops” for prospective applicants.</td>
</tr>
<tr>
<td>31st October (noon)</td>
<td><strong>Deadline:</strong> receipt of project applications.</td>
</tr>
<tr>
<td>1st-20th November</td>
<td>Initial screening of applications by theme experts and students.</td>
</tr>
<tr>
<td>2nd December</td>
<td>Final decisions on applications by a review group led by the Pro-Vice-Chancellor (Education).</td>
</tr>
<tr>
<td>9th – 13th December</td>
<td>Notification of outcomes, and induction of new project leads.</td>
</tr>
<tr>
<td>11th December</td>
<td>Drop-in ethics session (for funded projects)</td>
</tr>
<tr>
<td>18th December</td>
<td>Deadline for ethics applications (for funded projects)</td>
</tr>
<tr>
<td>From January 2020</td>
<td>Approved projects may begin.</td>
</tr>
</tbody>
</table>

3. HOW TO APPLY

Consider your idea, research and consult as appropriate in order to complete the application form.

We are holding “orientation workshops” between 19th and 30th September, and you are welcome to come along to one of those to discuss your idea with the project team and other colleagues before completing the application form.

Or if you would like to discuss your idea individually with the project team, please contact us at hefi.projects@contacts.bham.ac.uk.

Download the project application form from the Funding Opportunities section on the website: https://www.birmingham.ac.uk/university/hefi/funding-opportunities/index.aspx. Email hefi.projects@contacts.bham.ac.uk if you have difficulties downloading or completing it, or have queries.

Submit the completed form and send it (as a Word document) to hefi.projects@contacts.bham.ac.uk by the deadline of noon on Thursday 31st October 2019. Late submissions will not be accepted.
Your application will be acknowledged within two working days of receipt, and you will be given a project reference code – please ensure that you include the reference code as part of the subject line of any email you send to us that relates to your application and, if it is approved, throughout the life of your project.

Your application will be reviewed initially by a group of theme experts, peer and student reviewers. Final decisions will be made by a group headed by the Pro-Vice-Chancellor (Education).

You will be notified of the outcome via email by 13th December.

Please note that:

- Funds are available for spending up to 31st July 2021, and are subject to the University’s financial procedures and guidelines. Requests for funds to be spent after this date will not be considered.
- Failure to engage with the project and/or the project team may result in funds being recovered, and funding for future projects would be unlikely.

4. PREPARING YOUR APPLICATION

When preparing your project application, you should bear the following criteria in mind:

a) Ensure that your application aligns with the requirements of the bidding round; i.e. staff (plus project team members and students where appropriate) to bid for funds under one of the specified themes:
   - Lifelong learning
   - Digital futures
   - Tackling inequality
   - Employer-led learning.

b) When preparing the proposal, you should:
   - Check if anything similar has already been piloted or delivered and, if so, how your project might build significantly upon or differs notably from any such project.
   - Identify to what extent your project idea will bring added benefit beyond normal activities (which would not be funded).
   - Determine how you will demonstrate the success of your project, and its dissemination within (and potentially beyond) the University.
   It is expected that all projects will produce a MicroCPD video (https://www.birmingham.ac.uk/university/hefi/index.aspx). Other methods of project dissemination could include, for example:
   - HEFi Showcase series
   - Annual HEFi conference (https://www.birmingham.ac.uk/university/hefi/about/HEFi-Conference/index-2019.aspx)
   - Journal article
   - CPD resource
c) You should consult with key people/stakeholders as appropriate.
   - Discuss and obtain support from your Head of School and College Director of Education to ensure strategic fit.
   - Before funding is approved, your Head of School will need to confirm their support of any staff buyout or employment, and that the time to run the project will be protected for its duration.

Other potential stakeholders might include:
- HR (for staff) and/or Worklink (for students or casual staff) if you intend to employ someone to carry out any work on the project.
- Your Finance or School Operations Manager, to ensure that your planned spending is accurate and permitted under University procedures.
- IT Services (usually your College IT Services Manager) if your project involves any IT or network involvement.
- Any other relevant departments/people; e.g. HEFi Digital Education (for Canvas), Academic Skills Centre, Careers Network, Guild of Students, etc.

d) Check the online ethics self-assessment form [https://www.birmingham.ac.uk/forms/finance/saf.aspx](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. See section 6 at the end of this document for information sources on this.

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**.

e) Your project application should include all relevant information, and show:
   - How the project will lead to clear outcomes and impact that will have wide benefits to students across the University.
   - How the project will provide value for money.
   - Clear and realistic milestones (note that the project may run from January 2020 to July 2021).
   - An assessment of potential risks to the project and how these will be ameliorated.
   - Confirmation that you have planned the process for approval of any ethical issues associated with the project, and will apply as soon as funding is confirmed.
   - An evaluation plan.
   - A strategy for communication and dissemination.

f) Your project application should also include your budget plans:
   - Show your planned spend; i.e. what you intend to spend money on, how much, and when the funds will be spent (from January 2020 to July 2021).
   - Unapproved over-spends will not be met by the Education Enhancement Fund.
   - Please note that if your project spending is across more than one financial year (1 August-31 July), each year’s funding will be released separately; with funding for the second and
any subsequent year(s) being released on provision of a progress report showing
evidence of successful completion of the previous phase.
  o We may ask for more detailed budgetary breakdown if necessary, and almost certainly
before releasing subsequent years’ funding.

g) Funding may be requested for:
  o Staff direct costs.
    This could include direct costs of, for example, releasing staff time from teaching,
research or administrative duties, recruiting staff to carry out administrative, technical
and/or evaluation work on the project.
    Indirect staff costs cannot be funded.
    Please note that where the recruitment of project staff applies, regulations governing the
employment of temporary staff must be adhered to – see the HR website for details.
  o The purchase of training or services.
  o Materials (e.g. promotional materials).
  o Equipment (see h) below).
  o Travel and subsistence (but not international travel).
  o Attendance at conferences by one member of the project team for dissemination or
    evidence gathering. Details of the conference and how it will support the project are
    required.

h) Funding cannot be allocated for:
  o Non direct staff costs (i.e. we would only fund salary).
  o Tuition fees or stipends (e.g. for a PhD or masters course).
  o International travel.
  o Ongoing software or licences.
  o Contingency.

i) Equipment: requests to fund the purchase of items of equipment are considered though not
encouraged.
  For any such requests the applicant must be able to demonstrate that the item is both
absolutely necessary for the project, and not available from other sources.
  Funding will not be approved for equipment that would normally be provided for the pursuit
of teaching practice or other work (e.g. laptops).
  For proposals where equipment cost is over £500, the proposal must also be endorsed by
the Head of School. The Head of School will be asked to confirm that if the project is
approved, the School will seek to purchase the equipment from us at a reduced price of 50%
of the original purchase price.

5. APPROVAL CRITERIA

Applications will be reviewed against the following criteria:

Criteria 1: Relevance to the theme
Work within a specific subject discipline is welcomed but should clearly identify points of interest
and implications for other disciplines.
Criteria 2: Quality of the overall vision and ambition
The extent to which the project will build on and engage with existing research in an original way OR has potential for developing innovative practice.

Criteria 3: Quality of the application
Projects should be clearly defined and action oriented with robust plans for evaluation.

Criteria 4: Potential for Impact
The proposal demonstrates a strategy for maximising project impact. This could include dissemination activities, plans for matched funding and/or further development beyond the completion of the project.

Criteria 5: Extent of student involvement
Projects should seek to involve students in meaningful ways and in particular should consult with a diverse range of students.

Criteria 6: Value for money
Resources requested should be appropriate given the scale of activity proposed.

6. 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).

How to apply for Ethics at UoB (process based): https://canvas.bham.ac.uk/enroll/XDXB3W.

There are a few ethical integrity courses (a different one for each area), which can be accessed at: https://canvas.bham.ac.uk/courses/9105?_ga=2.39239136.213435586.1564479553-2120183148.1488452639 (they are near the top of the list under ‘research and information skills’).