EDUCATION ENHANCEMENT PROJECTS

GUIDANCE FOR PROJECT LEADERS

(2019-20)

CONTENTS

IF YOUR APPLICATION IS APPROVED:

If your application is approved, you will be notified as soon as possible.

Administrative and financial management

You will be given a budget code so that you can carry out your spending as shown on the approved plan; and subject to the University's financial procedures and guidelines.

As project manager, it's your responsibility to ensure that all necessary administrative support is carried out. This administration will vary by project, but you should consider things like arranging meetings, travel, etc., and management of the project's budget (including ensuring that you comply with the University's financial procedures). If your project includes a lot of these things, we recommend that you consider whether to appoint a member of your project team to carry out the administration and financial management.

See section below for further information on financial management of your project.

Ethical approval

You should begin the process for obtaining approval as soon as you are notified that your funding has been approved. For all projects you should initially complete the online self-assessment form at https://www.birmingham.ac.uk/forms/finance/saf.aspx . If the self-assessment form (https://intranet.birmingham.ac.uk/finance/documents/public/aer.docx) indicates that a full application is required, this should also be submitted. Please note that projects involving human participants will usually require full ethics approval.
IMPORTANT: In the title of your SAF and AER and the subject line of the email accompanying your SAF, please include the wording 'HEFi EEF Project' as this will help us to identify these projects and ensure they are processed promptly.
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.
There is an online course on Canvas (https://canvas.bham.ac.uk/enroll/XDXB3W) that gives an overview of the ethics application process. There are also several courses on ethics and integrity available on Canvas at https://canvas.bham.ac.uk/courses/9105. Options include: Arts & Humanities, Biomedical Science, Engineering, Natural & Physical Sciences, Social & Behavioural Sciences.

Running the project, and what to do if there's a problem

You should run the project according to the approved project proposal, including the spending plan, and subject to any specific condition(s) set.

Communicate with the project team at an early stage if you have any difficulties in following the approved project. Please note that a failure to engage with the project and project team may result in funds being recovered, and funding for future projects would be unlikely.

Progress reviewing and reporting

We try to keep the reporting requirements to a minimum, but you are required to provide reports as requested during, on completion, and after the project. The reporting requirements may vary over the course of the project's timescale, but are likely to include:

- regular brief reports (templates and dates will be provided); we may also contact you to follow up any particular points;
- financial updates on request;
- a completion report and impact report/case study at the end of the project (the format of this will be provided);
- a short update report (the format of which will be provided) 6-12 months after completion, and at later dates as required.

Changes to your project

As your project progresses, you might find that you need to make changes to the plan. Please contact your Project Adviser (via the project mailbox hefi.projects@contacts.bham.ac.uk, and quoting your project reference number in the subject line) as soon as you can to discuss what these changes might be and to seek approval to change the approved project plan. If the change is substantial or involves amending the spending plan/budget, you will be asked to complete and submit a Change Request Form for approval.

Communications

You will be asked as part of the setting up of your project to provide a short summary of the project in no more than 150 words, to be used for communications with UEC (University Education Committee), general publicity, web etc., and up to 5 key words to describe the theme of your project for search engine use.

During and after the project, you should give credit to the Education Enhancement Fund in any publicity to ensure staff become aware of EEF and the potential it has for them (for example, include @HEFi_EEF in any Tweets, and send photographs of your project working or outputs for EEF publicity).

Project closure, outputs and dissemination

At the end of your project, you will need to follow a formal process that includes a project closure report and summary of evaluation findings, including impact and lessons learned.

There is an expectation that all projects will contribute to the HEFi programme of MicroCPDs , Lunch & Learn Sessions, Open HEFi, and/or the annual HEFi conference.

Provide any outputs, e.g. templates, resources, photographs etc., from the project for dissemination by the Project Office as applicable.

Project outcomes may not be fully realised until some time after the project has completed. The Project Advisers will therefore probably contact you after the end of the project to check whether any further outcomes have been identified, and are keen to work with you to realise and disseminate some of these longer term outcomes.

FINANCIAL INFORMATION/ADVICE FOR PROJECT LEADERS

These are some key points that you need to be aware of, relating to the financial management of your project.

1. **Liaise with your School or College**
   You will receive notification of the project account code from the Education Enhancement Project Office in HEFi. Once you have this account code, you should make contact with your School's Operations/Administration/Finance Manager (or your College Accountant/Operations Director, depending on project scope) to a) check they know about your project and the account code; and b) agree with them how to access and keep track of the funds.

2. **Keep track of spending**
   - Keep a record of planned and actual spending for your project - you can either do this yourself or designate a member of your project team to do this. Please note that you (or an identified member of your Project Team) are responsible for spending according to the plan, and for keeping accurate records of spend and the remaining balance. We recommend keeping a simple spreadsheet to help you keep track of this (see Resources below for an example).
   - You can ask your School/College finance/operations office to set up for you to receive (by email) **monthly expenditure reports** from New Core, which you should **check** against your records. If the reports don't show what you expected, contact your School/College finance/operations office to find out why.
   - *Note: it is important that you keep track of the spending and balance remaining because under New Core it is not possible for anyone else to identify spending on individual projects if there is more than one project in a department.*

3. **Follow the University's financial rules and procedures**
   Please consult your School's Operations/Administration Manager before committing to spending any money on your project, to ensure that you comply with the University's financial rules. A few examples of things that we know can sometimes cause difficulties are:
   - Only University **approved suppliers** may be used.
   - No purchases or commitments may be made without an official **purchase order**.
   - Only invoices that are in the University's name can be paid through the University systems.
   - Some items of expenditure are **restricted** and may not be purchased, or may only be purchased under certain conditions, eg honorariums, food / refreshments, vouchers.
   - **Payment may not be made in advance** for goods not received or work not yet carried out.
   - **Employment of staff or students** should be considered and planned carefully, to comply with employment and University procedures.
   - Ensure that all project expenditure is charged against the correct budget code.

4. **Spend according to the approved project plan**
   - Spend your project funds according to the approved plan, i.e. on what it was agreed you would spend the money on and at the times you agreed to spend it.

- Funds are allocated to a project for spending within an agreed time period. At the end of that period, the account will be closed and you may no longer make charges to it. Any unapproved overspends or spending beyond the approved budgetary end date will not be met by the Education Enhancement Fund.
- If you think you aren't going to spend your money according to the plan, please contact your Education Enhancement Project Advisor (by email to hefi.projects@contacts.bham.ac.uk) as quickly as possible in case we can help or need to make adjustments.

and finally….

- Remember to alert the HEFi Education Enhancement Project Office as quickly as possible if the project and/or spend look as if they might not be going to plan – either when your Project Advisor contacts you for an update, or separately by email to hefi.projects@contacts.bham.ac.uk, and quoting your project reference number in the subject line.

RESOURCES

We have prepared some examples of documents (available on request or from the Canvas course at https://canvas.bham.ac.uk/courses/5223) that might help you with planning and running your project:

Action plan:	a log of actions needed, person(s) responsible, dates, and progress.
Timeline:	what actions need to take place, by who, and when.
Budget tracker:	an example of a simple spreadsheet that you can use to keep track of spending and remaining balance.
Risks register:	identifying potential risks to the project, and ways to resolve them.
Stakeholder and communications plan:	a document to list the stakeholders in your project (ie those who will need to be consulted or communicated with, or who it will affect) and a plan of when and how you will communicate with them.

KEY CONTACTS AND INFORMATION SOURCES

EEF/HEFi project office communications: hefi.projects@contacts.bham.ac.uk – remember to only communicate with us at that email address (not individual mailboxes), and please quote your project reference number in the subject line to ensure we can easily identify it.

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).