**Education Enhancement Fund Project Application Form   
2019-20 – OPEN CALL**

Please complete this form and submit it (in Word format) no later than **noon on 31st October 2019** to: [hefi.projects@contacts.bham.ac.uk](mailto:hefi.projects@contacts.bham.ac.uk)

# **Section A: Basic Project Information**

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| **Project theme/key area** *Please indicate below the* ***one*** *theme/key area to which your project relates.* | | | |
| **Lifelong Learning** | **Employer based learning** | **Tackling inequality** | **Digital Futures** |
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| **Project title:** |  |
| **Name of proposer/project lead:** *Must be a member of University staff* |  |
| **Project leader’s contact details** *(work email and phone no.):* |  |
| **College and School/Department:** |  |
| **Estimated time scale** *(i.e. expected project start and end dates):* |  |

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| **What is the overall aim of the project?**  *(200 words max)* |  |
| **Why is the project needed?**  *How will the project add value/benefit to students beyond normal activities and across the University?*  *(200 words max)* |  |
| **What are your project outputs?**  *Please list the end-products, resources, services or activities that will be created by this project (100 words max)* |  |

# **Section B: Project Details**

**B1. Project Team**

*Please give details of any staff and students who will be part of the immediate project team which will have responsibilities such as managing the project and/or carrying out vital tasks, administrative duties, budget monitoring, etc. Team members may also include key stakeholders. If the names of students are not known at this stage, enter Student 1, 2 etc.*

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| **Name:** | **Dept/contact:** | **Project role** |
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**B2. Project Milestones**

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| **How will you deliver the project?** *What main activities and evaluations will you undertake to achieve your aims? (Please add lines as required.)* | |
| **Activity/Evaluation** *(smaller tasks don’t need to be included)* | **By when?** |
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**B3. Ethics**

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| **Do you need ethical approval for any part of your project? [✓]**  *(refer to* [*https://canvas.bham.ac.uk/enroll/XDXB3W*](https://canvas.bham.ac.uk/enroll/XDXB3W) *on whether/how to apply, and Canvas ethical integrity courses at* [*https://canvas.bham.ac.uk/courses/9105?\_ga=2.39239136.213435586.1564479553-2120183148.1488452639*](https://canvas.bham.ac.uk/courses/9105?_ga=2.39239136.213435586.1564479553-2120183148.1488452639)*)* |  |
| **If so, please confirm that you will apply for this approval no later than 18 December 2019.** |  |

**B4. Risks**

*Please list below any risks that might threaten the success of the project (examples are given below), rate the likelihood of them happening and what impact they would have on the project, and how you plan to mitigate against them. Please refer to the guidance (section 6) if you require more detailed information on risks.*

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| **Risk** *(Add lines as required.)* | **Likelihood**  (Low 1-  High 3) | **Impact**  (Low 1-  High 3) | **Mitigation** |
| Project Leader or key person unable to complete project |  |  |  |
| Problems relating to later than anticipated start date (e.g. recruitment issues, work load) |  |  |  |
| Failure to engage students (e.g., for evaluation purposes, recruitment to undertake specific tasks…) |  |  |  |
| Other Risks: please add rows as appropriate. |  |  |  |

**B5. Project outcomes, evaluation and impact**

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| **Anticipated Project Impact**  *Please itemize your planned project impact. These are the differences that will result from your project – e.g., the impact of an activity upon the learning experience and/or wider practice.* | **How will you know you have been successful?**  *What evidence or ‘success criteria’ will you expect to see that demonstrates your anticipated outcomes/impact?* | **Evaluation methods**  *What methods will you use to determine/evidence project impact? Please be specific and measurable in terms of quantity and quality and if possible, identify what kinds of questions you need to ask to determine impact.* |
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**B6. Project Communication and Dissemination Plan**

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| **Communication Plan**  *Please explain how you will engage with and involve your stakeholders/relevant audiences during* yo*ur project.* |  |
| **Dissemination Plan**  *Please explain how you intend to disseminate your project outcomes to the wider university community. Please refer to the guidance for expectations of project leads and examples of other dissemination methods.* |  |

**B7. Post Project Impact and Sustainability Plan**

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| *How could your project impact on wider practice at UoB beyond the life of the project? Please include any specific plans you have to further build on your project achievements. For example, do you intend to seek further funding from external sources?* |  |

# **Section C:** budget breakdown

*Please refer to the Project Guidance for budgetary information and expectations.*

*Please be as accurate as possible in the table below, as funds must be spent according to the approved budget plan. An example of information required for any staff expenditure is Research Assistant @ grade X for X hours to do xxxxx.*

**Year 1 (January – 31 July 2020)**

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| --- | --- | --- |
| **Planned expenditure/item(s) to be purchased from EEF budget**  *(Add lines as required.)* | **Planned spend £** | **Timing of spend** (individual month) |
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**Year 2 (1 August 2020 – 31 July 2021)**

*Note that this can be an estimated costing at this stage if necessary, with more detailed information being submitted at the end of the financial year with your report of progress to date.*

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| **Anticipated expenditure/item(s) to be purchased from EEF budget**  *(Add lines as required.)* | **Planned spend £** | **Timing of spend** (quarter) |
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| **Match funding**: please give details of any ‘matched’ or additional funding; e.g. from your School/College or an external source. |
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# E. Stakeholder Consultation and support

*For each of the project stakeholders, please list them below and confirm you have consulted them and obtained their support if relevant to your project. Add additional stakeholders (and lines) as appropriate. These might include your finance office, HR or Worklink, IT Services, HEFi Digital (Canvas), Careers, etc.* ***Please attach confirmation of this support (e.g. email thread) to your submission.*** *Stakeholders marked with an asterisk (\*)* ***must*** *be consulted and confirm their support prior to authorisation of project funding.*

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| Stakeholder | ✓Support confirmed (see attachment) or 🗶 Not applicable |
| Head of School or Budget Centre \* *(note that the Head of School is committing to ensuring that the time you need to run the project will be protected, and to the support of any staff buyout or employment)* |  |
| Finance or Operations manager |  |
| *Add others as appropriate* |  |

# F. Project Agreement

I/we confirm that if this project is approved, I/we accept the funding and that I/we will carry out the project according to the approved proposal and/or any approved amendments, and according to the conditions of funding below.

Signed: Date:

**Conditions of funding:**

When you sign and submit this form, you are agreeing that if funding is approved you will:

1. Run the project according to the approved project proposal, including the spending plan, and subject to any specific condition(s) set.
2. Seek ethical approval for your project, if required, by 18 December 2019.
3. 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.
4. Follow the University’s financial procedures, and keep an accurate record of your spending.
5. Provide the Project Office with a short summary of the project in no more than 150 words, to be used for communications with University Education Committee (UEC), general publicity, web etc., and provide up to 5 key words to describe the theme of your project, for search engine use.
6. 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).
7. Provide any outputs, e.g. templates, resources, photographs etc., from the project for dissemination by the Project Office as applicable.
8. Participate in dissemination events as agreed with your Project Advisor.
9. Follow requested reporting requirements during and after the project. These may vary over the course of the project’s timescale, but are likely to include:
   * regular brief reports (templates and dates will be provided);
   * 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.