



Departmental Teaching Enhancement Scheme

Full Proposal

Applications must be made on this form and the information provided and subsequently confirmed with the Centre will comprise part of the Letter of Agreement if you are awarded a grant from the **Departmental Teaching Enhancement Scheme**.

You should submit one paper copy (signed) and a copy on disc no later than 31 March 2008 to:

The Centre Manager
Centre for Bioscience
Higher Education Academy
Room 9.15, Worsley Building
University of Leeds
Leeds, LS2 9JT

Tel: 0113 343 3001, Fax: 0113 343 5894
Email: heabioscience@leeds.ac.uk

1. Cover sheet

Project title:

Project leader:

Department:

Institution:

Address:

Main contact:

Phone:

Email address:

Please provide a brief description (in about 100 words) which, if your bid is successful, we can use to announce the project:

Funding requested: £

Signature of Head of Unit:

Signature _____

Date _____

2. Work to be conducted

(This section should typically be no more than four pages in length.)

Describe the work to be conducted. Please ensure the following headings are included – proposals will be judged on how they address the following:

- a) Clear objectives to achieve the aim of the proposal
- b) The expected impact on students and staff
- c) A rationale for the proposal. This must be supported by evidence from published research or evidence of success within other departments
- d) A description of methods or tools integral to the scheme, such as audit tools, survey instruments, software
- e) Details of collaborating departments in your own or other institutions (if any)
- f) Details of how you will work with the local learning & teaching/educational development and/or staff development units to develop and embed the proposed project outcomes
- g) Details of external advice to your project including critical friends, outside experience &/or consultancy
- h) Evidence of commitment across the department
- i) Details of how the effects of change (from student and staff perspectives) will be evaluated. Evaluation can take place during the second year of the project
- j) Details of linked work. Where the work relates to existing initiatives and projects either within the institution or externally (for example, Centres for Excellence in Teaching and Learning) this should be made explicit in the proposal
- k) A statement indicating how the proposed work is compatible with the institution's teaching and learning strategy
- l) A statement to justify why the work cannot be funded internally, or if it builds on existing work what added value the work will bring
- m) A description of how the wider bioscience community might benefit from the outcomes of the project. It is intended that the Centre for Bioscience will lead dissemination, in which you will be involved, of the outcomes to other departments
- n) Details of how project materials address issues of accessibility
- o) A timetable for the work. Projects may start once the letter of agreement has been signed and we expect all projects to have started by 1 September 2008. Projects must be completed by 31 August 2009 (unless you have previously agreed a later completion date with the Centre for Bioscience).

3. Financial statement

- The costs associated with the work. This may include costs for staffing, equipment, travel or consumables. Provide a brief justification of costs and list additional support provided from elsewhere. Provide brief details of existing staff or additional consultants working on the project. Funds may be used to buy in consultancy, employ staff or buy out staff time.
- Overhead costs will not be funded.
- Purchase of computer hardware and common application software will not be funded unless there are exceptional circumstances.
- If successful, the Centre for Bioscience will fund 75% of total costs for the project; with an expectation the Department will fund the remaining 25%.

Time release <i>please indicate how this has been costed (number of hours, rate of pay)</i>	£
Administrative/secretarial support <i>please indicate how this has been costed (number of hours, rate of pay)</i>	£
Other assistance (please specify) <i>please indicate how this has been costed (number of hours, rate of pay)</i>	£
Training and professional development	£
Travel and subsistence	£
Consumables <i>any consumables must be individually detailed and costed</i>	£
Other costs (specify)	£
Total Cost	£
Department Contribution (25% of total cost)	£
Funding requested (75% of total cost)	£

4. Administration

Projects will be deemed ineligible if any of the following is incomplete

Accessibility statement

All teaching materials, web sites etc must comply with appropriate accessibility guidelines (such as the W3C 'AA' Web Content Accessibility Guidelines www.w3.org/WAI/) in order to ensure fulfillment of your obligations under the Disability Discrimination Act (revised 2005) and specifically Part 4 (SENDA). (For further information contact TechDis at www.techdis.ac.uk)

I agree to ensure that any original material generated will comply with appropriate accessibility guidelines to fulfil my obligations under the Disability Discrimination Act Part 4 (SENDA).

Signature of project leader:

Copyright statement

I agree to grant a free and perpetual license for the Centre for Bioscience to use any materials produced as a result of this project

Signature of project leader:

Head of Unit authorisation

I confirm the proposer has my support in applying for a Centre for Bioscience Departmental Teaching Enhancement Scheme Grant

Name:

Position:

Signature: