

The LTSN Centre for Bioscience is pleased to announce the availability of grants of up to £2000 (if the project you are considering requires funds in excess of £2000 please contact us) to encourage the development, establishment or validation of innovative learning, teaching and assessment materials or methods.

Applications must be made on this form. Please submit one paper copy (signed) and a copy on disc. Please return proposal form no later than Wednesday 30<sup>th</sup> April, 2003 to:

Trish Walker, Centre Manager,  
LTSN Centre for Bioscience,  
School of Biomedical Sciences,  
Room 8.49n Worsley Building,  
University of Leeds, Leeds, LS2 9JT.

Tel: 0113 343 3001, Fax: 0113 343 5894, email: [ltsnbioscience@leeds.ac.uk](mailto:ltsnbioscience@leeds.ac.uk)

**1. Project title**

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**2. Project leader**

Title			
First name		Last name	
Department			
Institution			
Address			
Telephone		Fax	
Email			

**3. Name(s) of project partners (if any)**

Name	Dept. and Institution

**4. Project description**

Please describe the project, addressing each of the following criteria in turn.  
*The text boxes will expand as you type.*

**a) Establishment of a case demonstrating a need for the development within the Bioscience community**

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**b) The likelihood that the development will successfully meet that need**

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**c) The applicability, currency and transferability of the development across the biosciences**

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**d) Tangible outcomes**

Production of an abstract, reports and poster are a requirement of funding:

	<b>Brief outline</b>
Abstract	A brief abstract about the project for publicity use by LTSN Bioscience. Due on confirmation of funding.
Quarterly and Final Reports	Simple proforma-based quarterly reports and a final project report. The first quarterly report is due 3 months after the agreed starting date.
LTSN Bioscience Bulletin article	A short article describing the project outcomes.
Poster	Based on simple LTSN Bioscience template. Coordinated by LTSN Bioscience at the end of the project.

In addition, a selection of the following resources/activities should be produced as part of the project and will be made available through LTSN Bioscience. Please specify which of the following apply.

	<b>Brief outline</b>
Briefing paper/s	
Case study/ies	
Guide/s	
Teaching resources	
Course materials	
Conference paper	
Journal paper	
Web-based material	
Workshop session	
Other (please outline)	

**e) Project Plan (incl. proposed start and end dates and milestones).**

*i) The project must be completed within 12 months of the agreed starting date.*

*ii) Please remember to include the tangible outcomes including reporting dates in the timetable.*

<b>Key Activity</b>	<b>Activity period (dates)</b>	<b>Activity completion (date)</b>
<i>Project start:</i>		
<i>Project completion:</i>		

**f) Evaluation: state how you will assess the impact of the project on student learning**

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**5. Budget**

The budget headings below are indicative. It is not necessary to enter a figure for each heading. Include VAT where appropriate; departmental or institutional overheads will not be paid. Costs will depend upon the nature of the project.

Time release*	£
Administrative/secretarial support*	£
Other assistance (please specify)*	£
Training and professional development	£
Travel and subsistence	£
Materials	£
Other costs (specify)	£
TOTAL	£

\* please indicate how this has been costed (number of hours, rate of pay).

## 6. Supplementary notes:

a) The grant is cash limited and can be used for anything necessary for the completion of the project. The grant will be subject to the submission of satisfactory 3 month progress reports and will be administered through the local institution's financial arrangements.

b) Sustainability of web material

If your project proposal includes web-based material you must provide the following during the course of the project:

- computer server specification and configuration information to allow to be fully mountable and maintainable. For example: NT based webserver using unusual software enhancements - we would need full details
- access to your website via an authorised account allowing us to download a copy as backup
- details of the expected lifespan of your web service

c) For non-database bound websites running on Dreamweaver, Frontpage or SQL server we may be able to offer server space at LTSN Bioscience. Full specification is necessary, contact the LTSN C&IT Manager, Terry McAndrew, for details (T.J.McAndrew@leeds.ac.uk).

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

### 7. Accessibility statement.

All teaching materials, web sites etc must comply with appropriate accessibility guidelines (such as the W3C Web Content Accessibility Guidelines (<http://www.w3c.org/>) in order to ensure fulfillment of your obligations under the Disability Discrimination Act Part 4 (SENDA).

***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:

### 8. Copyright statement.

***I agree to relinquish copyright on any original material generated so that it may be freely distributed to UK HE and FE institutions.***

Signature of project leader:

### 9. Head of Unit authorisation.

***I confirm that the proposer has my support in applying for an LTSN Bioscience Teaching Development Fund grant.***

Name:

Position:

Signature:

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