



CENTRE FOR  
**bioscience**

## Bioscience Reps Fund Application Form

The Centre for Bioscience is pleased to announce the availability of up to £15,000 to enable the development by Bioscience Reps of a range of tangible support for the wider bioscience learning and teaching community, and hence student learning in the biosciences. The Centre wishes to draw on the expertise and enthusiasm of its network of Bioscience Reps to address **two priorities**:

- i) responding to individual disciplines**  
([www.bioscience.heacademy.ac.uk/about/coverage.aspx](http://www.bioscience.heacademy.ac.uk/about/coverage.aspx))
- ii) increasing individual and departmental engagement with the Centre for Bioscience**

Applications must be made on this form. The information provided on this form and subsequently confirmed with the Centre for Bioscience will form part of the Letter of Agreement with the Centre if you are awarded a grant.

**You should submit one paper copy (signed) and an electronic copy no later than Friday 31 October 2008 to:**

The Centre Manager  
Centre for Bioscience, The 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](mailto:heabioscience@leeds.ac.uk)

*Please note all text boxes will expand as you type*

### 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 and critical friends**

The primary focus of the Bioscience Reps Fund is to develop and disseminate a range of community-led projects in support of bioscience learning and teaching. Please give details of Reps or other individuals who will contribute to your project. Centre for Bioscience staff can be included for these projects.

Name	Dept. and Institution	Nature of involvement

**4. Project Abstract**

Please provide a brief abstract describing the project

**5. Project description**

Please include details of:

- The specific need or gap in existing provision your project outcomes will respond to
- How your project is going to meet this need
- The expected outcome(s) for the Bioscience community
- How you will evaluate the impact of the project outcomes
- A project plan, including proposed start and end dates, and milestones (We would expect projects to start by 01/12/2008 and all projects must be complete by 01/09/2009)

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## 6. Budget

### We will be looking closely at value for money in the proposed budget

Production of an abstract, Bulletin article and interim and final reports are a requirement of funding.

Payment of the award will be made on satisfactory completion and delivery of project outcomes. 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. Purchase of computer hardware and common application software will not be funded unless there are exceptional circumstances.

<b>Time release</b> <i>please indicate how this has been costed (number of hours, rate of pay).</i>	£
<b>Administrative/secretarial support</b> <i>please indicate how this has been costed (number of hours, rate of pay).</i>	£
<b>Other assistance</b> (please specify) <i>please indicate how this has been costed (number of hours, rate of pay).</i>	£
<b>Training and professional development</b>	£
<b>Travel and subsistence</b>	£
<b>Consumables</b> <i>any consumables must be individually detailed and costed.</i>	£
<b>Other costs</b> (please specify)	£
<b>Total</b>	<b>£</b>

## 7. Supplementary notes:

- a) The grant is cash limited and can be used for anything necessary for the project (with the exception of computer hardware and software). The grant will be subject to the submission of satisfactory interim and final reports and outputs, and will be administered through the local institution's financial arrangements.

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

## 8. Accessibility statement

All resources developed must comply with appropriate accessibility guidelines (such as the W3C 'AA' Web Content Accessibility Guidelines [www.w3.org/WAI/](http://www.w3.org/WAI/)) in order to ensure fulfillment of your obligations under

the Disability Discrimination Act (revised 2005) and specifically Part 4 (SENDA).

**I agree to ensure that any original material generated complies with appropriate accessibility guidelines**

Signature of project leader:

### 9. Copyright statement

**I agree any original material generated through this project may be freely distributed by the Centre for Bioscience for educational purposes to HE and FE institutions**

Signature of project leader:

### 10. Head of Unit authorisation (for lead individual)

**I confirm the proposer has my support in applying for a Bioscience Reps Fund grant**

Signature:

Name:

Position: