



Academy Scotland travel fund for academic staff: call for applications

How to apply

This new initiative, launched by Academy Scotland, is aimed at encouraging the exchange and dissemination of good practices, at the discipline level, throughout the UK. It is specifically aimed at enabling academic staff in Scottish HEIs to engage with colleagues from other parts of the UK and to support their institution's priorities and developments in learning and teaching. The initiative supports the following strategic aims of the Higher Education Academy¹:

- Identify, develop and disseminate evidence-informed approaches
- Broker and encourage the sharing of effective practice
- Support universities and colleges in bringing about strategic change
- Raise the status of teaching.

The funding may be used to help colleagues attend Higher Education Academy (including Subject Centres) conferences, network meetings and special interest groups that are being run outwith Scotland. Listings of our forthcoming events can be found at: <http://www.heacademy.ac.uk/events> and <http://www.heacademy.ac.uk/events/centres> (Subject Centres).

Applications to attend events related to the following are particularly welcome:

- Employability/ PDP
- Internationalisation
- Education for sustainable development
- Assessment and feedback (including plagiarism)
- Enhancing learning through technology
- Inclusion (including topics related to widening access/ participation, equality and diversity and retention)

We also welcome applications related to the current two Scottish Enhancement Theme² topics:

- Research-Teaching Linkages: enhancing graduate attributes
- The First Year Experience

Application Process

¹ The Higher Education Academy – Strategic Plan 2008-13.

² www.enhancementthemes.ac.uk

We are currently inviting applications from academic staff in Scotland's 20 HEIs and will fund up to 25 bursaries in each of two rounds during academic year 2008-09. The maximum value of each bursary will be £300.

Colleagues are invited to submit an application using the proforma provided. Please note that successful recipients of the bursaries will be asked to provide a short account of how they used the funds and the impact that it had in terms of helping to facilitate change within their institution. This account should be written within three months of using the bursary. Accounts may be published on the Academy's website or in a newsletter, with the permission of the recipient.

Please note that all applications must be approved by your Head of Department (or equivalent).

Applicants will be informed of the outcome of their application within two weeks of the closing date i.e. mid December and mid March for rounds 1 and 2, respectively.

Deadlines

For round 1, Friday 28th November.

For round 2, Friday 27th February.

Further information

For further information and any questions related to the above, please email scotland@heacademy.ac.uk.



Academy Scotland travel fund for academic staff

1. Proposer's details

Name Job Title Department/ School Institution Address Email address Telephone Higher Education Academy Subject Centre affiliation (if applicable)	
--	--

2. The Proposal

2.1 Higher Education Academy event/ meeting for which funding is being sought. Please include details of title, topic, location and Subject Centre (if any)	
--	--

2.2 Brief Description of why you are applying this for this funding and how this will help support your department/ institution e.g. by aligning with current strategic priorities in learning and teaching (150 words):

--

2.3 How much funding is required (maximum £300)?

2.4 Please give a breakdown of how the funds requested will be used e.g. travel and subsistence.

3. Institutional approval

A necessary condition of funding is that this proposal **must** be approved by your Head of Department (or equivalent). This can be achieved by asking the HoD to send an email to scotland@heacademy.ac.uk by the closing date, confirming approval.

If you are in any doubt as to who is the contact at your institution please email ippsupport@heacademy.ac.uk

Please return this application form to scotland@heacademy.ac.uk by 5pm, Friday 28th November for consideration in round 1.

4. Notes

- 4.1 Proposers must work in a Scottish HE institution in an academic department on either a full time or part-time basis.
- 4.2 Proposals will be circulated to evaluators for review.
- 4.3 Final decisions on proposals to be funded will be made by the Academy Scotland team.
- 4.4 Late applications for round 1 will be eligible for consideration in round 2, assuming the event for which funding is being requested takes place after 27th February (see 4.7 below).
- 4.5 Unsuccessful round 1 applicants cannot re-submit the same bid for round 2 but may submit a new bid for round 2.
- 4.6 It is not possible to apply for retrospective funding i.e. events held before the closing date for applications.
- 4.7 Accounts may be published on the Academy's website or in a newsletter, with the permission of the recipient.