



Application to Teaching Development Fund Round 10 – for HE in FE

The Centre for Bioscience is pleased to announce the availability of grants of up to £3,000 for members of our HE in FE bioscience community. This funding is offered to encourage the development, establishment or validation of innovative learning, teaching and assessment materials or methods.

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 for Bioscience if you are awarded a grant.

You should submit one paper copy (signed) and an electronic copy by e-mail no later than Wednesday 16 April 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

Please note that 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 Centre for Bioscience Teaching Development Fund is to develop and disseminate good practice in bioscience learning and teaching. Funding will not be awarded if the project outcomes and benefits are limited to a single institution. Consequently, if you do not have project partners in at least two other further or higher education institutions you are required to involve 'critical friends' from at least two other further or higher education institutions to maximise the transferability of project outcomes and benefits.

Name	Dept. and Institution	Project partner or critical friend?

4. Project Abstract

Please provide a brief abstract about the project for publicity use by the Centre for Bioscience

5. Project description

Please describe the project, addressing each of the following criteria in turn.

a) With reference to the literature and other work, establish a case demonstrating a need for the development within the bioscience community

b) What is the likelihood the development will successfully meet that need?

c) Demonstrate the applicability, currency and transferability of the development across the biosciences. How will project partners/critical friends help to maximise the transferability of project outcomes and benefits?

d) Evaluation: Please state how you will assess the impact of the project on student learning

e) Tangible outcomes

Production of an abstract, Bulletin article, BEE-j manuscript, reports and poster are a requirement of funding.

	Brief outline
Abstract	A brief abstract about the project for publicity use by the Centre for Bioscience. Submitted as part of application form.
Interim and Final Reports	Simple proforma-based interim reports and a final project report.
An article in the Centre for Bioscience Bulletin	A short article describing the project outcomes.
Poster	Based on a simple Centre for Bioscience template. Coordinated by the Centre for Bioscience at the end of the project.

It may also be appropriate for you to submit a manuscript to the Bioscience Education e-Journal, see <http://www.bioscience.heacademy.ac.uk>

In addition to those noted above, a selection of the following resources/activities should be produced as part of the project and will be made available through the Centre for Bioscience. Please specify which of the following you intend to produce.

	Brief outline
Presentation at Centre for Bioscience event	
Briefing paper/s	
Case study/ies	
Guide/s	
Teaching resources	
Course materials	
Conference paper	
Journal paper	
Web-based material	
Workshop session	
Other (please outline)	

If you are producing a resource (course material, CD-ROM, web-based material) please give details of how individual components (images, diagrams, student handouts etc) will be made available for independent redistribution via the Centre for Bioscience

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

- i) We would expect projects to start by 30/09/08 and all projects must be complete by 31/10/09 (unless you have agreed a later finish date with the Centre for Bioscience).
- ii) Please remember to include the tangible outcomes including reporting dates in the timetable.

Brief description of key activity	Activity start date	Activity completion date
Project start	<i>(expected to start no later than 30 September 2008)</i>	
Project completion		<i>(normally no later than 31 October 2009)</i>

6. Budget

The funding available in this round is limited, therefore to maximise return we will be looking closely at value for money in the proposed budget.

Payment of the award will be made on satisfactory completion of the project report and, if applicable, delivery of project materials. 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.

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 (please specify)	£
Total	£

7. How did you find out the Centre was offering this funding?

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8. Supplementary notes:

- a) The grant is cash limited and can be used for anything necessary for the completion of the project (with the exception of computer hardware and software as noted above). The grant will be subject to the submission of satisfactory interim and final 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 material to be fully mountable and maintainable. For example: IIS based webserver using SQL server or Apache Webserver using PHP/MySQL or other software enhancements - we would need a full specification of requirements
 - access to your website via an authorised account allowing us to download a copy as backup, or an image on CD-ROM or DVD of the relevant web directories
 - details of the expected lifespan of your web service
- c) In special circumstances we may be able to offer server space at the Centre for Bioscience. Full specification of your requirements is necessary, please contact the Centre's C&IT Manager, Terry McAndrew, for details (T.J.McAndrew@leeds.ac.uk).
- d) Where project material is capable of being hosted / distributed via the JISC JORUM repository of learning and teaching materials - <http://www.jorum.ac.uk/> , we would expect funded projects to seek this permission from their host institution.

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

9. Accessibility statement

All teaching materials, web sites etc must comply with appropriate accessibility guidelines (such as the W3C 'AA' Web Content Accessibility Guidelines <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). (For further information contact TechDis at <http://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:

10. 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:

11. Head of Unit authorisation

I confirm the proposer has my support in applying for a Centre for Bioscience Teaching Development Fund grant

Name:

Position:

Signature:
