



LTSN Centre for Bioscience
Application to Teaching Development Fund

The LTSN Centre for Bioscience is pleased to announce the availability of grants of up to £2000 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 LTSN Bioscience will form part of the Letter of Agreement with LTSN Bioscience if you are awarded a grant from the Teaching Development Fund.

You should submit one paper copy (signed) and a copy on disc no later than Friday 30th January, 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

1. Project title

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2. Project leader

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|-------------|--|-----------|--|
| 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 LTSN 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 higher education institutions you are required to involve 'critical friends' from at least two other higher education institutions to maximise the transferability of project outcomes and benefits.

| Name | Dept. and Institution | Project partner or critical friend? |
|------|-----------------------|-------------------------------------|
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4. Project Abstract

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

The text boxes will expand as you type.

5. 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

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

c) 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) 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 LTSN Bioscience. Submitted as part of application form. |
| 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. |
| Bioscience Education E-journal (BEE-j) manuscript | Submission of manuscript to Bioscience Education E-journal (BEE-J). See http://bio.ltsn.ac.uk/journal/ |

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.

| | Brief outline |
|------------------------|---------------|
| 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 (web-based material, CD-ROM, course material) please give details of how individual components (images, diagrams, student handouts etc) will be made available for independent redistribution via LTSN Bioscience

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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) The earliest start date for projects is 01/04/2004 and all projects must be complete by 30/06/2005.*
- ii) Please remember to include the tangible outcomes including reporting dates in the timetable.*

| Key Activity | Activity period (dates) | Activity completion (date) |
|--|-------------------------|----------------------------|
| <i>Project start (not before 01/04/2004):</i> | | |
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| <i>Project completion (not later than 30/06/2005):</i> | | |

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

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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.

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 software will not be funded except under exceptional circumstances.

| | |
|--|---|
| Time release* | £ |
| 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 | £ |

7. 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 material 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) In special circumstances we may be able to offer server space at LTSN Bioscience. Full specification of your requirements is necessary, contact the LTSN C&IT Manager, Terry McAndrew, for details (T.J.McAndrew@leeds.ac.uk).

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

8. 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:

9. 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:

10. 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: