



# Centre for Bioscience

## The Higher Education Academy Application to Teaching Development Fund Round 7

The 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 the Centre for Bioscience will form part of the Letter of Agreement with the Centre for 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 Wednesday 5 January, 2005 to:**

Trish Walker, Centre Manager,  
Centre for Bioscience,  
The Higher Education Academy  
Room 8.49n 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)

### 1. Project title

--

### 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 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?

#### 4. Project Abstract

Please provide a brief abstract about the project for publicity use by the Centre for 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) With reference to the literature and other work the 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:

	<b>Brief outline</b>
Abstract	A brief abstract about the project for publicity use by the Centre for 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.
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.
Bioscience Education E-journal (BEE-j) manuscript	Submission of manuscript to Bioscience Education E-journal (BEE-J). See <a href="http://www.bioscience.heacademy.ac.uk/journal/">http://www.bioscience.heacademy.ac.uk/journal/</a>

In addition, 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.

	<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)	

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

--

**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) We would expect projects to start by 01/04/2005 and all projects must be complete by 30/06/2006 (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.*

<b>Key Activity</b>	<b>Activity period (dates)</b>	<b>Activity completion (date)</b>
<i>Project start</i>		
<i>Project completion (normally no later than 30/06/06)</i>		

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

--

## 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 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 the Centre for Bioscience. Full specification of your requirements is necessary, contact the 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.w3.org/WAI/>) in order to ensure fulfillment of your obligations under the Disability Discrimination Act 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:

---

### 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 a Centre for Bioscience Teaching Development Fund grant.***

Name:

Position:

Signature:

-----