# UWE Pedagogic Project Application 2021/22

The application should be completed by the student and staff project partners.

Each staff project member should submit the completed proposal to their respective Head of Department (or line manager) **for approval**. The Head of Department should confirm that the staff team member(s) is/are available to conduct the project in the 2021/22 academic year. The staff named contact is responsible for confirming that all these approvals have been obtained.

A reminder of the criteria can be found here: <https://intranet.uwe.ac.uk/tasks-guides/Guide/pedagogic-projects-funding>

Applications should be sent to Academicpractice@uwe.ac.uk before the deadline of **Tuesday 23 February 2021.**

## Project Information

|  |  |
| --- | --- |
| Project Team Information (of these, please highlight the names of one student and one staff member who are the main contacts for the project) |  |
| Student / Staff Name | **Programme / Year of Study / Department / Faculty or Prof Service** | UWE Email Address | Line Manager Confirmation (for staff team members only): Yes/No |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Add further lines as required |  |  |  |

|  |  |
| --- | --- |
| Project Title: |  |

**Project Type:**

This is an application for a Student Partnership Project / HEPPP Research Project (delete whichever doesn’t apply)

## Checklist

Place a cross against each criterion to confirm that this it is demonstrated in the project description below.

|  |  |
| --- | --- |
| The project must address an issue related to learning and teaching in higher education (e.g. addressing an issue arising from SRSFs or from annual monitoring, Programme Enhancement Review) |  |
| Applications should show evidence that the activities and outcomes arising from the project are new and/or are significant developments for the Department, Faculty, service or University. |  |
| Student Partnership projects should demonstrate how the proposed activities might have a positive impact on the student learning experience. |  |
| Specific, tangible outcome or output (e.g. an event; a guide or briefing; journal article; evidence-based recommendations; case studies; videos; podcasts etc). |  |
| Outcome or output that is realistically achievable with the small amount of funding and limited time available. |  |
| The project should demonstrate potential impact and engagement beyond the applicant's/team members' immediate academic or professional role. |  |
| Student Partnership projects must be co-led between staff and students, and HEPPP research projects are encouraged to involve students. |  |
| Realistic indicative costing, including workload requirements and for students' time. |  |
|  |  |
| **Place an ‘X’ in the box to confirm you understand that you will have to submit a full project plan and ethics form for approval should the project be successful at the next stage** |  |

## Project Description

|  |
| --- |
| Project Description (word limit = no more than ~1000 words) |
| Please include:* A rationale, aims and outcomes / outputs for the project (including research question for HEPPP projects);
* A description of the project activities (how these outcomes will be achieved);
* Anticipated roles for student and staff team members (Student Partnership projects only);
* Indicative timeline (November 2021 – End of July 2022; or, optionally, from 1st August for HEPPP projects).
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## Expenditure

Maximum available for a Student Partnership Project = £5,000; for a HEPPP Research Project = £2,500.

Please see *Notes* below table for how to determine pay costs, and provide details or calculations for non-pay costs e.g. 2 delegates to Conference X at £200 = £400. NB all expenditure must be made before the end of July 2022.

|  |  |
| --- | --- |
| **Pay Costs: Description** | **Amount £** |
|  |  |
|  |  |
|  |  |
| **Total pay costs:** |  |

|  |  |  |
| --- | --- | --- |
| **Non-pay costs** | Description | **Amount £** |
| **Materials & Equipment** |  |  |
| **Travel & consumables** |  |  |
| **Subsistence** |  |  |
| **Conference fees** |  |  |
| **Other (please specify)** |  |  |
|  | **Total non-pay costs:** |  |

|  |  |  |
| --- | --- | --- |
|  | **PROJECT TOTAL COST (Pay + Non-Pay)** |  |

*Notes:*

**If staff are planning to buy out their own time:**

For staff applicants with WLB allocation the cost should be calculated as the number of days required, each day of activity is worth three WLB. One WLB is currently £100 for staff above G grade and £90 on G grade (any increases in these costs, as specified by Finance, after the proposal has been submitted will be honoured). If staff do not have WLB allocation, the cost should be calculated as the number of days required multiplied by the appropriate daily rate for their grade as indicated in the Salary Costing Booklet at <https://intranet.uwe.ac.uk/tasks-guides/task/Prepare-budget-for-externally-funded-research>. Please use the August 2021 tables and show the calculation clearly. These tables can also be used to cost additional research assistance if required.

If staff are able to use time allocated via the workload model for Research & Scholarship, which their Head of Department agrees can be used for this project, the cost should not be included. However, if any additional time is required it should be included as per above paragraph.

**Students’ time** as team members should be appropriately remunerated. It is recommended that this provided as an honorarium equivalent to £10 per hour.

**Please email your completed application form to** **academicpractice@uwe.ac.uk** **by Tuesday 23 February 2021.**