**Medway Learning and Teaching Festival**

**Collaborative Projects Fund**

**Guidelines for Applicants**

The Medway L&T Festival provides opportunities for staff of the three Universities at Medway to share enhancement ideas and practices across the campus. The Festival is a networking event as well as a showcase for excellent L&T practices and workshops. Following the successful 2016 Festival with attendances from the Universities and partner colleges, a joint fund to support collaborative L&T enhancement projects arising out of the Festival was proposed and supported by the Campus Management Board.

A project fund of £3000 in total is available. Individuals or teams from the three Universities and their partner colleges can apply for amounts up to this maximum to support projects arising from the Medway L&T Festival. It is anticipated that individual project applications will be for £500 - £1000. Applications will be considered as received.

The funding may be used to:

* Invest in pilot equipment/software
* Invite external speaker(s) on project topic (to present an open workshop)
* Activities to support collaboration.

Topics may include (but are not limited to):

* Improving assessment and feedback practices
* Developing and/or piloting innovations in curriculum design/delivery
* Improving digital literacy
* Developing student learning support and/or student engagement and academic experience.

Funding will need to be spent by end of July 2022.

Successful project applicants are expected to produce a short report and presentation for the Medway L&T Festival 2022 to share the project outcomes.

Reports must be submitted within 15 months after the project award is made with the presentation being made following project completion.

The final project report should include projects outcomes, use of the funds and commentary on the implementation of the project plus any external conference presentations or publications. Guidance for others on how they may adapt/adopt the project practice in their context should be included.

Applications should be made on the attached form and submitted to the office of the Dean for Medway, University of Kent. From there the application will be reviewed by the Steering Group for the Medway L&T Festival which includes members of the three Universities.

The application form includes an area for a statement of support from the lead institution’s Head of School, Head of Unit or Director of Education (L&T) (as applicable) to comment on how the project is expected to enhance L&T activity and the extent to which it supports the relevant Education/ L&T Strategy.

**Application process**

Applications will be reviewed by the Medway L&T Festival Steering Group as received.

Eligible projects must include two or more Universities and must aim to enhance the student learning experience through improving or innovating aspects of teaching or student support at the Medway campus. In addition, successful applications should be able to demonstrate wider benefit to Medway students and/or include cross disciplinary innovation.

The criteria for the award are whether the bid:

* Is achievable
* Has outcomes which will improve the student experience
* Will contribute to L & T enhancement at Medway campus
* Is timely
* Is cross-disciplinary and collaborative across Medway partners (universities and colleges)

No applicant can hold more than one disbursement from the fund at one time, to ensure fairness in distribution.

The expectation is that no more than £1000 will be awarded to a single bid.

Final reports should be no longer than four sides of A4. Non-receipt of a report or failure to contribute project results and outcomes to the Medway L&T Festival will render applicants ineligible for further project funding.

Completed applications should be sent to: [MedwayLTFestival@greenwich.ac.uk](mailto:MedwayLTFestival@greenwich.ac.uk) by midday Friday 3rd December 2021 (extended deadline)

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**Application form**

Before completing this form please read the Guidelines for Applicants. Your application should clearly state the following:

1. The main aim of the project
2. A detailed breakdown and justification for the amount requested (receipts will be required)
3. Details of any supporting work which may have already been conducted
4. The expected outcomes and dissemination activities (if in addition the presentation at the Medway Festival).

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| --- | --- |
| Applicant / Team Lead |  |
| Institution/ Role |  |
| Collaborative partners (include institution, roles) |  |
| Title of Project |  |
| Amount requested |  |
| Anticipated duration of project  (max 12 months) |  |
| Any anticipated risks to successful and timely completion of project |  |

Please note:

* A supporting statement must be included
* Research must comply with the relevant institution’s code of ethical practice
* The fund will not cover costs routinely covered by existing institutional budgets
* Sections 1 – 4 must not exceed four sides of A4; minimum 11pt)

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| 1. Aim/s of the project / reasons for activity |

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| --- |
| 2. Detailed breakdown and justification for the amount requested |

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| --- |
| 3. Details of supporting work already been conducted |

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| --- |
| 4. The expected outcomes and dissemination activities |

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| **Supporting statement from relevant institutional officer e.g. Director of Education confirming that the project/activity is likely to enhance the student learning experience in line with relevant strategies and institutional policies:** |

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| --- |
| **Applicant’s e-signature, signifying the factual accuracy of the application, conformity with any research ethics requirements; that the relevant finance officer or institutional finance webpages have been consulted with respect to costs; and agreement to abide by the conditions of the award:**  Signed: ……………………………………. Date …………. |

Completed forms should be emailed to [MedwayLTFestival@greenwich.ac.uk](mailto:MedwayLTFestival@greenwich.ac.uk) by 15 October 2021