

## Overview of the TILT Student Co-Creation Fund

The Trent Institute for Learning and Teaching (TILT) supports projects to enhance learning and teaching at NTU. The Student Co-Creation Fund is intended to provide students (in partnership with a member of staff) with a small amount of funding (up to £750) for projects focussing on learning and teaching. Students can apply for funding as a team (up to 5 including staff member).

You might find it useful to visit the [TILT website](#) to find out more about what we do and you can find out more about the University Reimagined Strategy on the [NTU website](#).

## Application process

**Step 1:** If you have an idea for a project and would like to talk this through with a member of the TILT Team then we offer an initial conversation to discuss your idea before completing the full application. Please email [tilt@ntu.ac.uk](mailto:tilt@ntu.ac.uk) with a short description of your idea and to arrange a 1:1 meeting. Please note you do not need to complete Step 1. You can move straight to Step 2 if you are ready to go with your idea!

**Step 2:** Complete the full application online - The TILT Student Co-Creation Fund Application Form is [available here](#) as an MS Form. You are welcome to include links to a video application or any visual artefacts/images that will support your application.

A full list of the questions on the MS form are available below if you would like to prepare them offline then upload to the MS form. As a guide we suggest no more than 500 words per section.

- *Sell your project in a few sentences (this is your elevator pitch/short abstract).*
- *Tell us about your idea:*
  - *What are you planning to do and why?*
  - *How does it link to learning and teaching?*
  - *What will be the primary output?*
- *Tell us about the project itself:*
  - *Who will work on the project and when?*
  - *How much money do you think you need and what will it be spent on?*
  
- *Post Project*

- *When the project is finished, how will you tell others about it?*
- *Will it be beneficial just to NTU or might it be helpful to other Universities?*
  
- *Do you think this project will benefit your own experience of learning and teaching or be useful to you in your future career or lifewide learning experience?*
  
- *Please tell us how this project will benefit the professional development journey of your co-applicants (Staff Member)?*

## **Support Available**

Drop-in sessions and 1:1 appointments will be available to book with a member of the TILT team in order to discuss any aspect of the application process or form.

## **Number of awards available**

TILT is offering up to four awards each financial year, to be considered in one application round.

Awards will be made on a competitive basis and assessed against the review criteria below.

## **Eligibility to apply**

- Students must be in their second year of study or later.
- Students must be 'in good standing', by which we mean that undertaking the proposed project must not be deemed to potentially have a detrimental effect on their studies. This will be checked by the relevant Personal Tutor / Course Leader.
- Co-Applicants can be any member of NTU Academic and Professional Services staff.
- Co-Applicants must have the approval of their Line Managers.
- Co-Applicants are expected to hold or be demonstrably working towards Fellowship Higher Education Academy status.

## **Eligible Activities**

Funding may be requested for the following activities:

- Support new or existing learning and teaching projects, for example by funding incentives for participation (subject to ethical approval);
- Purchase/hire resources, materials or equipment to use in a learning and teaching innovation or a scholarship project (where these are not already available within NTU);
- Support evaluation or expansion of an enhancement in learning and teaching / innovation which has been piloted or initially adopted; and / or

- Support an initial project that will serve as a 'proof of concept'

## **Outputs**

Proposals should include at least one specific output with demonstrable potential to enhance / advance an aspect of learning and teaching NTU.

Please note, outputs are defined as:

1. Learning Resources
2. Publications
3. Events (including presentations, seminars, networks, workshops and conferences)
4. Reports
5. Digital Content (including TILTOnline and TILT webpages)
6. Other outputs that cannot be categorised as 1 – 5, e.g. Course / Module (re)design or physical artefact/space.

## **Ethics**

Applications must demonstrate full consideration of all ethical issues involved in the project. This may include identifying the ethical issues, the steps taken to manage / mitigate any risks, and any formal processes undertaken to achieve NTU institutional ethical approval (if required) and the outcome.

## **Conditions of Award**

Successful applicants will be required to agree with the Conditions of Award.

## **Review Process**

Your application will be reviewed by a panel which will include NTU staff and students. The panel will review your responses to the questions and allocate scores as below:

### **Review criteria are equally weighted and assessed on a scale of 1-5:**

1. no evidence
2. little evidence
3. some evidence
4. good evidence
5. excellent evidence