# Trent Institute for Learning and Teaching Teaching and Scholarship Mini-Sabbatical Scheme

This form should be used to submit your proposal for a TILT funded Mini-Sabbatical to take place in the academic year 2021/22. Please submit your proposal by **5pm on Monday 14th June 2021** to [tilt@ntu.ac.uk](mailto:tilt@ntu.ac.uk)

## Overview of the TILT Mini-sabbatical scheme

The TILT Mini-Sabbatical Scheme is new for 2021/22 and provides dedicated time to pursue scholarship, which will impact positively on learning and teaching at NTU. The Mini-Sabbatical schemes provides salary buy-out for up to six weeks at up to 1 FTE, and TILT awards up to **two** Mini-Sabbaticals per year up to a maximum of £9,000 per Mini-sabbatical dependant on available funding.

Proposals should include *at least two* specific outputs with demonstrable potential to enhance an aspect of learning, teaching or assessment at 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

We also ask all mini-sabbatical award holders to deliver one TILTTalk of 5-10 minutes which will be put on TILT website.

* TILTTalks are engaging discussions on contemporary issues and debates within the Scholarship of Teaching and Learning (SoTL). They take the form of videos or podcasts and offer insights into the latest thinking and innovation(s) shaping learning, teaching and assessment at NTU and across the sector. The aim of TILTTalks are to be the TedTalks of SoTL.
* We envisage the TILTTalk will be based on the mini-Sabbatical. The TILT team is happy to discuss your ideas for TILTTalk idea with you.

**Examples of recent projects funded by the Scheme include**:

* Mark Sergeant (SSS) investigated approaches to Academic Integrity, developed a scalable system for early intervention and developmental support for students, and created a Practice and Scholarship Group for ongoing practice exchange.
* James Leinster (NBS) and Mike Coffey (SST) shared a sabbatical to develop their working prototype educational resource, “Creative Connections”, as a game-based learning aid, pedagogically evaluating the game in multi-disciplinary environments and developing a business plan for the commercialisation of the game.
* Sandra Kirk (SST) investigated inclusivity in STEM and produced guidance for decolonising the science curriculum.

**The scheme is competitive and proposals are welcome from**:

## Individual Mini-Sabbaticals

Colleagues can apply for salary buy-out for up to six weeks, to take place within academic year 2021/22. Colleagues may also use a portion of the funding to pay for the involvement of one or more students.

## Joint Mini-Sabbaticals

Two colleagues can apply to share a mini-sabbatical, to take place within academic year 2021/22. Colleagues may also use a portion of the funding to pay for the involvement of one or more students.

## Tiger team Mini-Sabbaticals

Inspired by NASA, “Tiger Team” refers to a high-functioning team of specialists who come together to complete a specific project. New for 2021/22, TILT team Mini-Sabbaticals aim to enable unique and innovative collaborations between academic and/or Professional Services staff.

Some examples of how to organise a tiger team are listed below:

* A group of four colleagues working on a project full-time for up to 0.25 for up to six weeks;
* Six colleagues working sequentially on a project for up to 1 week each;
* Three colleagues working 2 weeks each or 0.33 FTE;
* Five colleagues each working on the project one day a week for 6 weeks;
* Colleagues may also use a portion of the funding to pay for the involvement of one or more students.

## Mini-Sabbatical Salary Buy-out

Funding is available to schools or departments to release Mini-Sabbatical holders in the form of salary buy-out. As noted above, the funding offered is equivalent to 1 FTE for up to six weeks.

Salary buy-out can be divided among colleagues and used any time during the academic year in which the Mini-Sabbatical is taking place, to create short- or longer-term and sequential or overlapping team working opportunities. Mini-Sabbaticals must complete by end of a financial year in a given academic calendar and this is the last working day of July.

Additional funding, up to a maximum of £500, is available to successful applicants to cover costs associated with the mini-sabbatical. Examples include:

* Purchase/hire of new equipment/resources to use in learning and teaching, where these are not already available within NTU;
* Recruit additional support, for example recruiting a student to assist on aspects of the project.
* Travel and subsistence for visits to other organisations/HEIs; and,
* Purchase of resources and materials to inform practice.

All purchases must follow NTU procurement procedures and conditions. Any equipment (e.g., a laptop or audio recorder), books, or other resources purchased using these funds remain the property of the individual’s School or Department on conclusion of the project. This is to assist with on-going dissemination and sharing of practice.

## Eligibility to apply

* Academic and Professional Services staff are eligible to apply;
* Applications must be supported by the relevant line manager(s);
* Applicants (or lead applicants for tiger team applications) must have achieved or be demonstrably working towards Fellowship of the Higher Education Academy; and,
* In line with NTU Sabbatical Leave policy, applicants (or lead applicants for tiger team applications) should have worked at NTU (including Confetti) for a minimum of three years.

The broad parameters governing the Scheme are the same as those in NTU’s Sabbatical Leave Policy Procedure. Colleagues may also find it useful to refer to NTU’s Secondment Policy. Both can be found here: <https://www4.ntu.ac.uk/staffnet/human-resources/hr-policies.html#S>

## Application process

Potential applicants for individual, joint or team mini-sabbaticals are encouraged to contact the **TILT Coordinator** ([tilt@ntu.ac.uk](mailto:tilt@ntu.ac.uk)) to discuss support available for candidates, including ‘critical friend’ support, as part of the application process.

An application form is appended and should be submitted to [tilt@ntu.ac.uk](mailto:tilt@ntu.ac.uk) by **5pm on Monday 14th June 2021**

This should include:

1. **Project mandate (PM) and project impact (PI)**: A *summary* of the proposed work, mandate / need for the work, key output(s), and the potential of outputs to enhance learning, teaching and/or assessment at NTU in line with NTU strategic goals set out in [University, Reimagined;](https://myntuac.sharepoint.com/sites/Universityreimagined/Resources/Forms/undefined)
2. **Monitoring and Evaluation (M&E):** How the impact of this work can be measured (for example, on the student academic experience; on colleagues’ practice etc.);
3. **Project management (PManagement):** A delivery timeline setting out main phases of work, milestones, and workstreams / activities linked to individual team members.
   1. Name(s) and role(s) of colleague(s) involved, and *agreement* to involvement by all line managers;
   2. Summary of proposed methods, approaches, and scholarship or research underpinning the project; and,
   3. Summary of dissemination activities and dissemination channels to promote project outputs.
4. **Professional development**

* How the mini-sabbatical will support the professional development of the individual(s) involved: for example, supporting HEA Fellowship applications, promotion, or other professional development goals is set out clearly and achievable.
* In setting out how the mini-sabbatical will support professional development, applicants refer to / use the language of UK Professional Standards Framework – Core Knowledge, Values and Activity.

1. **Value for money (VfM)**

* Overall scope, quality, impact and timeliness of the project for the given costs, not the least expensive mini-sabbatical. VfM will be assessed separately.
* TILT will calculate the total cost of each mini-sabbatical application.
  + *The review panel* ***does not*** *score on the basis of total costs of a mini-sabbatical. Shortlisting decisions are made on the basis of performance against the criteria set out above. However, in instances where two or more applications have the same moderated final score and there is insufficient budget to progress all of these applications to award, a VfM calculation (total cost of mini-sabbatical/total score) will be made to extract cost per score point and this will inform / form part of shortlisting decisions which also involve consideration of the scope, quality, impact and timeliness of the project in the round.*

### Track record

Evidence of the applicant’s track record in teaching, scholarship and supporting learning should be provided. The following is extracted from the [NTUSabbatical Leave Policy Procedure:](https://www.ntu.ac.uk/myhub/policies-and-guidance/s/sabbatical-leave-policy)

“Staff must compile a portfolio of evidence to support a teaching-based application, e.g. course materials prepared for students, evidence of curriculum development activities or innovative strategies in teaching and learning, publications on teaching-related matter, awards etc.”

Whilst for a Mini-Sabbatical proposal, a portfolio of evidence is not required, the Review Panel will be looking for evidence that the applicant has sufficient experience and knowledge to suggest a mini-sabbatical will be successful and will progress effectively within the timescales proposed. As part of your application, you should provide a succinct outline of experience in curriculum development activities, L&T innovations, previous project work etc., that is relevant to the proposed mini-sabbatical. This should be addressed in **Question 9: Applicant Expertise**.

### Review process

A Mini-Sabbatical Review Panel, chaired by the Executive Dean for Learning and Teaching and including student representation, will consider final proposals and shortlist proposals for award. Successful projects will take place in the academic year 2021/22.

### Please be aware those who have submitted unsuccessful proposals are encouraged to speak to the TILT team about how their proposal might be repurposed for other TILT schemes and awards.

### Review criteria

Review criteria are assessed on a scale of 1-5:

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

For specific detail of how applications will be assessed, please see the review criteria (**NOTE** criteria 1 – 4 are equally weighted).

**Mini-Sabbatical Score Descriptors**

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| **1** | **no evidence -** this means there is **no** evidence addressed to the criterion  This could be characterised as, ‘The application is not aligned with the Award criterion’. |
| **2** | **little evidence -** this means there is a **little** more than *no evidence* addressed to the criterion  This could be characterised as, ‘There is insufficient / little clarity of presentation or use of evidence to satisfactorily address the criterion’. |
| **3** | **some evidence -** this means there is **some** evidence addressed tothe criterion, but more would be needed for confidence that is met.  This could be characterised as, ‘I am having to read between the lines to help this applicant make a case for this criterion’. |
| **4** | **good evidence -** this means there is **sufficient**evidence addressed to the criterion to make a clear case for it being met.  This could be characterised as, ‘Based on the information provided, I am sufficiently confident that this person has evidenced the given criterion’. |
| **5** | **excellent evidence -** this means that the evidence addressed to this criterion provides **high levels of confidence** that it is met.  This could be characterised as, ‘Based on the information provided, I have no doubt that this person has evidenced the given criterion’. |

## Appendix

# TILT Mini-Sabbatical Application Form

## Applicant(s) information

For joint or Tiger Team projects the applicant information should be populated by the lead applicant who will act as the main point of contact for the group throughout the mini-sabbatical.

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| Applicant Full Name: |  |
| Job Title: |  |
| School: |  |
| Department: |  |
| Email address: |  |
| Preferred contact number: |  |
| Length of Service with NTU: |  |
| HEA Fellowship Status: |  |

**Please list all colleagues involved in the proposed Mini-Sabbatical project including the lead applicant.**

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| **Name** | **Job Title** | **School and Department** | **Line Manager (LM)** | **Length of Service at NTU** | **HEA Fellowship Status** | **LM Approval (in principal (Yes/No)** |
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| Details of previous sabbaticals undertaken by lead applicant (and team members) at NTU or elsewhere/ | Duration/dates |
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**If you / team members are applying for a mini-sabbatical that is also likely to attract funding from another funding body, please provide details of any external funding applied for:**

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| Name of funding body | Title of scheme | Duration and value of award |
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**Proposed project outline**

The proposed project outline questions are intended to provide colleagues with the opportunity to demonstrate the potential of their project to develop into a mini-sabbatical that is ambitious and achievable within the time and limits of the resources available. With reference to project outputs and outcomes, the proposed work should demonstrate clear potential to enhance learning, teaching and / or assessment at NTU and positively impact on learning, teaching and/or assessment in the HE sector.

**Please note, *as a guide* we suggest no more than 500 words is required to respond to each question and some questions will require no more than 300 words.**

Applicants for mini-sabbaticals are asked to address ethics and confirm the project can continue in COVID-19 related conditions of social distancing, local and national lockdown and local, national and / or international travel restrictions.

It is expected that projects awarded a Mini-Sabbatical will achieve ethical approval from the appropriate ethics committee(s) and can deliver project outputs and outcomes to timeline and within budget should COVID-19 conditions persist.

If candidates have any concerns of being able to achieve ethical approval and / or deliver the project in COVID-19 conditions please contact the [TILT Coordinator](mailto:tilt@ntu.ac.uk) to receive advice.

**Criterion 1: Project Mandate (PM) & Project Impact (PI)**

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| 1. **(PM) Working title** **of proposed project and project mandate**.   Please provide the working title of the project and summary of the mandate for the proposed work with reference to scholarship, evidence or practice that demonstrates a clear need for the project i.e. providing a strong case for how the project will address a gap or meet a learning, teaching and / or assessment need.  **This helps reviewers understand the need /mandate for the project and evidence base supporting claims.** |
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| 1. **(PM) Scholarship**.   We would like to know a bit more - outline of existing literature, scholarship, research and / or practice which has fed into this initial project idea, and indication of scholarly or research methods or approaches to be used in the project and why they are appropriate.  **This builds on question one because it helps reviewers to more fully locate the project within the existing literature / research, and to consider the appropriateness of the scholarly or research methods or approaches proposed to be used in the project.** |
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| 1. **(PI) Project Impact: Outputs and outcomes**.   All mini-Sabbaticals must produce at least two outputs. Please state the output(s) and outcomes of the proposed project and their potential to enhance learning, teaching and/or assessment at NTU and / or across the HE sector. All claims of impact(s) of outputs resulting in positive outcomes for learning, teaching and/or assessment should be underpinned by evidence where possible.  **This helps reviewers understand the potential impact of outputs on learning, teaching and/or assessment at NTU and /or across the HE sector.** |
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| 1. **(PI) Dissemination Plans**.   Please tell us a bit more - plan to disseminate outputs of this work within and beyond NTU, specifying key internal and / or external audiences and the channels for promoting dissemination activities.  **This builds on question three because it helps reviewers to consider more fully the opportunities for project outputs to have impact through defined and well-planned dissemination activities.** |
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| 1. **(PM) Project Strategic Goals**.   How does the proposed project (outputs and outcomes) align to strategic goals of [University, Reimagined](https://myntuac.sharepoint.com/sites/Universityreimagined/Resources/Forms/undefined)?  **This helps reviewers understand the strategic importance of the work for the University community.** |
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**Criterion 2: Monitoring and Evaluation (M&E)**

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| 1. **(M&E) Monitoring and Evaluation**   How do you anticipate that the impact of this work can be measured (for example, on the student academic experience; on colleagues’ practice etc.)? Please provide a plan for evidencing impact of outputs on learning, teaching and/or assessment at NTU and / or in the HE sector.  **This builds on question three (project impact) because it will help the review panel to assess the potential of the proposed mini-sabbatical to make evidence-based claims of impact on learning, teaching and/or assessment at NTU and / or across the HE sector.** |
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**Criterion 3: Project Management (Management)**

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| 1. **(PManagement): Project Plan / Programme of work**.   Please provide a delivery timeline setting out the main project phases and associated key activities (including any dissemination activities) within each phase and include start and end dates for activities and phases. Explicitly link phases of work / activities to the delivery of defined outputs and outcomes.  **This helps reviewers to consider potential to deliver a high-quality mini-sabbatical project / outputs and outcomes to timeline and within budget.** |
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| 1. **(PManagement) Buy-out of time**.   Indicative model for involvement and time use of colleagues. For example, will the Mini-Sabbatical time be taken in a single six-week block or spread out across the year?   * For joint mini-sabbatical’s and tiger teams, please set out how the work, time and funding (FTE) might be productively divided among the team members including (if applicable) any students you intend to recruit. * For individual mini-sabbatical holders please state if you are a team of one or intend to employ one or more students and if the latter please set out how the work, time and funding (FTE) might be productively divided among student employees.   **This helps reviewers to consider potential of delivering a high-quality mini-sabbatical project to timeline and within budget.** |
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| 1. **(PManagement) Applicant expertise.**   Please tell us a little more about applicant expertise - outline why the colleagues listed above (or, if applicable, the individual) are the right people for this project. What expertise, skills, knowledge and/or experience do they contribute to this particular area?   * Set out roles and responsibilities of individual team members and reference the knowledge, skills and/or experience of team members to deliver specified roles and responsibilities, and (if applicable) how you will ensure you recruit student employees with appropriate skills to deliver defined aspects of the project. * Individual mini-sabbatical applicants should outline the roles and responsibilities involved in the mini-sabbatical and the knowledge, skills and experience they have to deliver the project, and where appropriate how they will ensure they recruit student employees with the appropriate skills to deliver defined aspects of the project.   The Review Panel will be looking for evidence that the applicant has sufficient knowledge, skills and experience to suggest a mini-sabbatical will be successful and will progress effectively within the timescales proposed. As part of your response to this question, the lead applicant should provide a succinct outline of experience in curriculum development activities, L&T innovations and strategies, L&T publications i.e. papers / blogs, and / or previous project work etc., that is relevant to the proposed mini-sabbatical. Where appropriate please also include information regarding team members / individual applicants track record of supporting learning and teaching generally.  **This helps reviewers to consider the potential of individual, joint and Tiger Team projects to deliver a high-quality mini-sabbatical to timeline and within budget.** |
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**Criterion 4: Professional Development and Ethics**

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| 1. **Professional Development**   Please indicate how the mini-sabbatical funding would support the professional development of the lead applicant, and other individual team members (where the mini-sabbatical will be shared), for example, supporting HEA Fellowship applications, promotion, or other professional development goals is set out clearly and achievable.   * In setting out how the mini-sabbatical will support professional development, applicants refer to / use the language of UK Professional Standards Framework – Core Knowledge, Values and Activity.   **This helps reviewers to consider the potential impact of individual, joint and Tiger Team projects on the professional and career development of those involved in the project and wider benefits for SoTL at NTU.** |
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11) **Ethics:** What do you perceive to be the ethical issues involved in the proposed project if any, and what approval processes and mitigations will you put in place to ensure the project adheres to NTU ethical norms / standards.

Project / applicant lead is responsible for ensuring all necessary ethical committee approvals, insurances, licences and requirements of regulatory authorities are in place before the aspects of the project requiring such approvals commence and approvals, insurances and licences (as appropriate) remain valid throughout the project.

**Please note, ethics is not formally assessed by the panel, however the panel must be satisfied that projects shortlisted for Award will adhere to appropriate ethical approval processes and standards required by NTU and any partner organisations.**

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**Criterion 5: Value for Money (VfM)**

**Please state the total additional funding being requested (up to £500)**

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| A: TOTAL ADDITIONAL FUNDING BEING REQUESTED (up to £500): (**Calculated by Applicant not TILT**) =  B: TOTAL STAFFING COST[[1]](#footnote-1) (Calculated by TILT Team using calculation in Footnote 1 below): **Calculated by TILT not Applicant**.  C: TOTAL -MINI- SABBATICAL COST (Total Staffing Cost + Total Additional funding and is calculated by TILT Team): **Calculated by TILT not Applicant.** |

Please note, TILT will calculate B and C immediately above.

However, please find Footnote 1 below detailing the calculation and associated guidance TILT employs / refers to when doing Total Staffing Cost (B) and Total mini-Sabbatical Cost (C) for each mini-Sabbatical application. If you would like to know the total cost of your mini-sabbatical application please refer to footnote one below.

The review panel **does not** score on the basis of total costs of a mini-sabbatical. Shortlisting decisions are made on the basis of performance against the criteria set out above. However, in instances where two or more applications have the same moderated final score and there is insufficient budget to progress all of these applications to award, a VfM calculation (total cost of mini-sabbatical/total score) will be made to extract cost per score point and this will inform / form part of shortlisting decisions which also involve *consideration of the scope, quality, impact and timeliness of the project in the round.*

**Please review Terms and Condition of Award below before signing**

**Terms and conditions**

**Successful applicants should be aware of the following Terms and Conditions:**

* Successful applicants must deliver agreed outputs and outcomes to deadlines unless otherwise agreed by TILT.
* Successful applicants are expected to complete a survey of all outputs and record and upload all outputs to the TILT Outputs Record System.
* Publicity related to the outcomes and successes of sabbatical funding must include reference to the Trent Institute for Learning and Teaching, and outputs should be TILT branded.
* Successful applicants will be called upon to act as mentors for future applicants and will be called upon to contribute to future TILT / TILTOnline events.
* Successful applicants agree to participate in research into the experience of completing a sabbatical so systems and processes can be developed / improved.
* Applicants must inform TILT of any successes or outputs such as subsequent awards and publications / scholarly outputs and provide these to TILT to be uploaded to a repository and made available to NTU staff and students and external stakeholders.
* The Sabbatical must be taken in the year for which it is awarded. Except in exceptional circumstances, funds cannot be carried over to a subsequent financial year and TILT will not be able to arrange for any additional funds.
* Sabbatical holders will have regular ‘keep-in-touch’ meetings with TILT during the Sabbatical to ensure they are receiving any necessary support from TILT.
* Any equipment, books, or other resources purchased using these funds remain the property of the individual’s School on conclusion of the project, to assist with dissemination and sharing of practice.
* **Please review the full Mini-Sabbatical** [**Conditions of Award**](https://forms.office.com/Pages/ResponsePage.aspx?id=xcLLiu3Ix0KBabpDig2-LxoWOJj4HdROqXFBPBvf3NpUOU9FNFFaVlpZQlVUNEhOWkZLUEtDVlY4VSQlQCN0PWcu) **and note a Mini-Sabbatical cannot be awarded unless all Conditions of Award are formally accepted by successful applicants.**

Signed **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Please forward the signed Mini-Sabbatical Leave Application Form to your manager for completion. |

Please note, the proposal must be supported and signed by the lead applicant’s Line Manager prior to submission. In the case of a joint or tiger team **mini-sabbatical** the lead applicant’s manager must sign on behalf of the Line Managers of co-applicants / team members.

**HEA Fellowships**

Engagement with Sabbaticals and other TILT schemes, awards and activities can form part of a portfolio of evidence for HEA Fellowship submissions. More information about the support and workshops available to assist staff with your Fellowship application are available at NTU TILT Professional Recognition Scheme.

**TO BE COMPLETED BY THE LEAD APPLICANT’S LINE MANAGER**

I confirm that the criteria identified within the Mini-Sabbatical Leave Policy have been applied and that as the line Manager of the lead applicant (and on behalf of the Managers of other team members) I / we support/do not support the application (delete as appropriate).

**N.B. If the Mini-Sabbatical is being shared across a team, before signing, please have written (email) approval from the Line Managers of all other team members stating their approval of the Mini-Sabbatical, and that you can sign on their behalf.**

* This means Line Managers approve that if successful, mini-Sabbatical Award holders will have workload reduced in line with the proportion of mini-Sabbatical buy-out. For example: an individual Award Holder on a six week Mini-Sabbatical will commit 100% of their contracted time to the Mini-Sabbatical and it is expected the Award holder will not be available for normal duties during the Mini-Sabbatical period; a Joint Mini-Sabbatical shared between 2 individuals at 0.5 each will commit 50% or 0.5 of their contracted time to the Mini-Sabbatical; and, a Tiger Team of 4 individuals sharing a Mini-Sabbatical at 0.25 each will each commit 25% of their contracted working time (either at one point or spread over the full mini-sabbatical period) to the Mini-Sabbatical.

Name (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**N.B.** Where the application has not been supported, written confirmation of the reasons for this must be provided by the manager(s) to the applicant(s).

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| The completed and signed Mini-Sabbatical Leave Application Form should be passed back to the member of staff who should email it to the [TILT Coordinator](mailto:tilt@ntu.ac.uk?subject=TILT%20Sabbatical%20Scheme%20application) by the deadline stated above. |

1. (Monthly gross salary + employers national insurance contribution + employers superannuation contribution (pension) (i.e. £3000)) **x** no of sabbatical weeks being applied for (i.e. 6 weeks) **x** proportion of 1 FTE mini-sabbatical involves (i.e. 0.5 FTE) **=** **Total Staffing Cost (£9000)**.

   *Please note*,

   where a mini-sabbatical is shared between two or more team members, the **Total Staffing Cost** calculation must be made for each team member. For Joint and Tiger Team applicants the **Total Staffing Cost** is the sum salary buy-out cost inclusive of all team members;

   a mini-sabbatical can run from September to end of July in any given academic year and as such it can be taken over a 11 month period, **however** a mini-sabbatical award cannot pay for more than 1 FTE be it for an individual, joint or Tiger Team mini-sabbatical. For example, a Tiger Team of three might choose to share 1 FTE as 40%/0.4FTE, 30%/0.3FTE and 30%/0.3FTE, but cannot go beyond sum total of 100% or 1 FTE.

   conversely, individual, joint or tiger team applicants can apply for a sum total of less than 1 FTE if 1 FTE is not required to resource the mini-sabbatical;

   while all mini-Sabbatical Awards must sum to a *maximum* of 1 FTE, the total cost of 1 FTE will vary between applications dependant on the gross salary of individual team members. The panel do not score total costs, however in instances where two or more applications have the same moderated final score a VfM calculation (**total cost of sabbatical/total score**) will be made to extract cost per point and this forms one part of shortlisting decisions as set out on page 4 above;

   on an exceptional basis only, during a mini-sabbatical period, lead applicants can change the proportion of FTE across a team (as long as the sum total remains 1 FTE) and / or recruit new team member(s) to replace team members who unexpectedly withdraw from the Mini-Sabbatical. This can occur **only** where TILT agrees, respective Schools agree to reallocate funding, and respective Line Manager(s) provide written agreement / approval. TILT is on hand to provide advice as to how to best manage / mitigate challenges to delivery where they arise throughout the mini-sabbatical period. [↑](#footnote-ref-1)