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# Trent Institute for Learning and Teaching

# Seedcorn Fund, 2018-19

Colleagues are invited to apply for the Seedcorn Funding offered by the Trent Institute for Learning and Teaching (TILT). This fund is available to support engagement in scholarly activity around learning and teaching, contributing to the aims of TILT and to the NTU Strategic Plan.

## Overview of the TILT Seedcorn Fund

The Seedcorn Fund is intended to provide colleagues with a small amount of funding (up to £450) to support preliminary or exploratory projects or scholarship which a) will positively impact learning and teaching at NTU; and b) will result in a high quality output; and c) demonstrate clear potential to grow and/or feed into further research or enhancements of learning and teaching. Requests for matching funding are welcome.

Requests might include, but are not limited to:

1. Supporting an initial pedagogic project that will serve as a ‘proof of concept’ to allow application for external funding.
2. Purchase/hire of new equipment/resources to use in a learning and teaching innovation or a pedagogic research/scholarship project (where these are not already available within NTU).
3. Travel, subsistence and/or fees for visits to other HEIs/organisations or conferences to undertake or present on scholarly activities related to learning and teaching.
4. Purchasing access to resources and/or materials to inform practice or in support of a pedagogic innovation or a research/scholarship project.
5. Supporting pedagogic research and scholarship, for example by funding incentives for participation (subject to ethical approval), or for transcription service.

## Number of awards available

TILT is offering up to ten Seedcorn awards for 2018-19. These will be considered in two rounds of submission:

Round One deadline: midnight on Sunday 11 November 2018

Round Two deadline: midnight on 24 February 2019

The number of awards made will be determined based on the quality of submissions and will be made on a competitive basis according to alignment with scheme criteria, as outlined in this guidance.

## Eligibility to apply

Members of NTU Academic and Professional Services staff are eligible to apply. Line managers must support the application. Applicants must have achieved Fellowship of the Higher Education Academy to be eligible for this Award.

## Application process

An application form is appended. The applicant should ensure the support of their Academic Team Leader or line manager prior to submission. Completed forms should be forwarded to the email address on the application form for receipt by the deadline stated above.

## Review criteria

Applications will be read by two or more reviewers who will grade each submission against the following criteria:

* A clear explanation of how the funding will have a positive impact on learning and teaching at NTU, including how it will contribute to the aims of TILT and the NTU Strategic Plan.
* The quality of any planned output.
* Clearly articulated outcomes.
* Sufficiently detailed budget information with a realistic timeframe for spending the funds.
* The track record of the applicant with regard to teaching and/or the support of learning.

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| **Terms and conditions for successful applicants:** * Publicity related to the outcomes and successes of funding must include reference to the Trent Institute for Learning and Teaching.
* Successful applicants are expected to support TILT publicity and may be asked to contribute to future TILT events.
* Applicants must inform TILT of any related successes or outputs such as subsequent awards and publications.
* As soon as confirmation of the decision is received, awardees should contact their School/College or Department finance manager to organise the transfer of the funding. Financial oversight of the awarded money will rest with the receiving School/College or Department.
* The awarded funds must be spent by the end of the financial year (usually July) in which they are awarded. Funds cannot be carried over and TILT will not be able to arrange for any extension of the funds into the subsequent financial year.
* 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.
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# Appendix: TILT Seedcorn Funding Application Form

## PART A: TO BE COMPLETED BY THE APPLICANT

## Applicant information

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| Name: |  |
| Job Title: |  |
| School/Department: |  |
| Year of achievement of HEA Fellowship: |  |
| Title of the project/development |  |

**Outline of the project/development** that the Seedcorn Funding will support: include rationale, timeline, and reference to any wider or longer-term ambitions or goals.

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| Reviewer comments on project outline |

**Objectives:** outline the objectivesof the project/development, including how it supports University and School/College strategic goals. This must include an explanation of how the project/development will have a positive impact on learning and teaching at NTU and contribute to the aims of TILT.

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| Reviewer comments on objectives, strategic alignment, and expected impact |

**Budget and timeline:** provide a breakdown of what the money would be spent on and when.

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| Reviewer comments on budget and timeline |

**Outputs:** summarise the planned output(s) of the project/development (if not already covered above). If the intention is to bid for external funding, please provide details.

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| Reviewer comments on planned output(s) |

**Outcomes: summarise anticipated outcomes of the project/development, including its immediate impact on learning and teaching; and further development of this project or other work which is will inform.**

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| **Reviewer comments on projected outcomes** |

**Evidence of a track record in teaching and/or supporting learning:** Summarise evidence that demonstrates commitment to student learning, professional development and scholarly activity in the preceding three years. For applicants who do not have a track record, provide a rationale for why you are seeking Seedcorn Funding at this stage.

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| Reviewer comments on track record |

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

**Please forward the signed Seedcorn Fund application form to your manager for completion.**

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| **Reviewer recommendation** | **Comment (if applicable)** |
| **Award Seedcorn funding** |  |  |
| **Request further detail or amendments** |  |  |
| **Do not award** |  |  |

**PART B – TO BE COMPLETED BY THE MANAGER**

I confirm that I support/am not able to support the application (delete as appropriate).

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 to the applicant as it will not be considered by the Panel.

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| The completed and signed Seedcorn Fund application form should be passed back to the member of staff who should email it to TILT@ntu.ac.uk with the subject of the email ‘*TILT Seedcorn Fund*’ by the deadline stated above.  |