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| **ESF**Education Strategic Fund 2022-23 Round Two: Institutional Student Satisfaction PrioritiesApplication Form  |
| Project Outline  |
| **Title of project**  | Click here to enter text. |
| **Amount requested** **(funding is limited to £5000 per application)** | Click here to enter text. |
| **Expected project start date** DD/MM/YY**Projects are not able to start earlier than December 2022** | Click here to enter text. | **Expected end date** DD/MM/YY**This cannot be later than 31st July 2023** | Click here to enter text. |
| Applicant |
| **Name of lead applicant** | Click here to enter text. |
| **Role/Position** | Click here to enter text. |
| **Department/School/Section** | Click here to enter text. |
| **Email** | Click here to enter text. |
| **Contact number** | Click here to enter text. |
| Other Contributors |
| **Name** | **Role; Department/School/Section** | **Email** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Project Details |
| **Overview and Introduction (up to 300 words) – Note that this overview and introduction paragraph may be used on the ESF webpages as a way to provide information to the University community about the current year’s ESF funded projects.** |
| Provide a short summary of the project, its motivation, and the benefits you are intending to achieve. Describe how your project aligns with the agreed strategic priorities department or section.  |
| **Relevance to the objectives of the University’s Education Strategy (up to 200 words)** |
| Describe how the project will contribute to the [Priority Areas of focus for Round Two](#RoundTwoPriorities) or help achieve the objectives set out in the [**Education Strategy 2019-25 and/or Education Action Plan 2022-23**](https://www.essex.ac.uk/staff/governance/university-strategic-plan)**.**  |
| **Project Outline (up to 500 words)** |
| Describe what you are planning to do, your methodology and timescales. Include a timetable for the different phases of the project. |
| **How you are intending to involve students? (up to 200 words)** |
| Specify how you are intending to involve students in your project. |
| **If your project includes research involving human participants, has** [**ethical approval**](https://www.essex.ac.uk/staff/research-governance/ethical-approval-resources-for-applicants) **been sought? (up to 200 words)** |
| Provide details as relevant. |
| **Project Outputs (up to 200 words)** |
| Set out the deliverables and outputs. Specify how you will ensure the outputs are sustainable beyond the funded element of the project.  |
| **Expected Impact (up to 200 words)** |
| Set out the expected impact of your project. Specify how you will ensure the impact is sustainable beyond the funded element of the project.  |
| **What will be the benefits to students? (up to 200 words)** |
| Set out which/how many students will benefit and how.  |
| **Project Evaluation (up to 200 words)** |
| Set out how you will evaluate the project. |
| **Dissemination Plans and Sharing of Good Practice (up to 200 words)** |
| Set out your plans for dissemination and how you plan to share learning across the wider university. All projects will be expected to produce a short report for the PVC (Education) on the outcomes and impact of their project. |
| **External impact (up to 200 words)** |
| Set out any opportunities for external impact and recognition through e.g. external conferences, awards schemes. |
| Project Costings **Please include within each section: the amount of funding required; what it will be used for and the anticipated spend dates.****Be as accurate and detailed as possible: seek advice from your faculty or service accountant.****Any funding allocated to you is only available for use within the 2022-23 financial year and must be used by 31 July 2023.** |
| **Type** | **Description** | **Amount (£)** |
| **Travel and expenses**Include destination, cost per trip, number of people, subsistence costs | Click here to enter text. | Click here to enter text. |
| **Staff costs** Non FTE only  | Click here to enter text. | Click here to enter text. |
| **Volunteer payments** e.g. student incentives | Click here to enter text. | Click here to enter text. |
| **Training** Training/workshop participation | Click here to enter text. | Click here to enter text. |
| **Digital marketing, promotion or resource materials** | Click here to enter text. | Click here to enter text. |
| **Consumables** e.g. catering to support a focus group | Click here to enter text. | Click here to enter text. |
| **Equipment** | Click here to enter text. | Click here to enter text. |
| **Dissemination and External Impact**e.g attendance at conferences or external events | Click here to enter text. | Click here to enter text. |
| **Other** Please give details | Click here to enter text. | Click here to enter text. |
| **Total funding requested - maximum £5000** | Click here to enter text. |
| **Department/School/Section support**Please detail any additional financial support being provided by your department/school/section | Click here to enter text. |
| Signature of lead applicant  |
| **Signature** (lead applicant) | Click here to enter text. |
| **Name** (lead applicant) | Click here to enter text. |
| **Date** | Click here to enter text. |
| Head of Department/SectionBy signing, the Head of Department/Section confirms that this is a finalised and approved department/section submission. |
| **Signature** (Head of Department/Section) | Click here to enter text. |
| **Name** (Head of Department/Section) | Click here to enter text. |
| **Date** | Click here to enter text. |
| **Applicants should email a copy of their full, completed application by the following deadline to the Academic Registrar’s Office** **acadreg@essex.ac.uk****:****5pm on Monday 21st November 2022****Please note: no extensions will be given. In the event clarification is required on an aspect of your application, this will need to be provided before the stated deadline.** |

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| Guidance Notes |
| **Introduction**  |
| The Education Strategic Fund (ESF) offers funding to individuals and groups of University staff to undertake innovative education projects that embody the University’s commitment to excellence in education, and will make a significant difference to the student experience at Essex. The fund is intended to support progress towards achievement of the objectives set out in the [University’s Education Strategy 2019-25](https://www1.essex.ac.uk/restricted/staff/documents/strategy/education-strategy.pdf). This can include but is not limited to objectives set out in [Education Action Plan 2022-23](https://www1.essex.ac.uk/restricted/staff/documents/strategy/education-action-plan-2022.pdf). Any member of staff may apply for project funding. Applications are particularly welcome for collaborative projects, particularly those which include a substantial amount of student involvement as active participants, partners, or co-applicants.  |
| **Priority Areas of Focus in 2022-23: Round Two** |
| This second round of ESF Funding in 2022-23 aims to specifically invest in areas that have been identified as priorities through the Institutional Student Satisfaction Action Plan, in particular projects that will directly contribute to:* Improving the quality and timeliness of assessment and feedback
* Improving the inclusivity of teaching and assessment practices

 Other projects can be considered within Round Two, providing they specifically contribute to the objectives set out in the [University’s Education Strategy 2019-25](https://www1.essex.ac.uk/restricted/staff/documents/strategy/education-strategy.pdf) or [Education Action Plan 2022-23](https://www1.essex.ac.uk/restricted/staff/documents/strategy/education-action-plan-2022.pdf).  Whilst project funding is available up to £5000, we are also happy to consider smaller projects requiring less investment. |
| **Eligibility** |
| The application can be made by the Head of Department/Section or led by a member of staff within the department/section. By signing the application, the Head of Department/Section confirms that the application is an approved departmental/section submission. Applications to the ESF 2022-23 that were previously unsuccessful will **not** be reconsidered within Round Two. |
| **Funding Terms** |
| Funding is provided on the understanding that the project will deliver outcomes in accordance with the application, that the project is evaluated, a report provided for the PVC Education, and learning shared. It is subject to the following:* Funding is only available for use within the 2022-23 financial year and **must be used by 31 July 2023**.
* Funding is expected to be available for use from the week of 3 October 2022, following project approval. Project funding cannot be deferred.
* The provided project cost code should be used for project expenditure. Spending will be monitored against information provided in the Project Costings section of the Application Form. Where departments/sections are providing additional financial support, funds should be vired from a pre-existing budget into the project cost code.
* Any funds remaining at the end of the project will be returned for redistribution. Please notify Emma Hardy if you do not expect to use all of your allocated funding.
* Overspending is not allowed.
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| **Criteria for the selection of projects**  |
| The application should demonstrate that the project will:* Demonstrably contribute to the identified priority areas from the Institutional Student Satisfaction Plan and/or significantly further one or more objectives of the Education Strategy 2019-25 or Education Action Plan 2022-23
* Be realistic and purposeful in terms of rationale, scale, timeline and methodology
* Be demonstrably original within their departmental context and align with departmental strategic priorities
* Be sustainable or deliver impact that is sustainable.
* Include how students will be involved as part of the project.
* Have significant student impact and be of benefit beyond departmental or section boundaries.
* Include a robust evaluation of the success and impact of the project.
* Include plans for sharing of project outcomes across the wider University, and identify opportunities for external impact.
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| **The decision-making process** |
| Each proposal will be assessed by the Pro-Vice-Chancellor (Education) in accordance with the above criteria.An outcome email will be sent to the project applicant and copied where relevant to the Head of Department/Section. Project funds will be released following project approval and the issuing of a project cost code. |
| **Rules for Spending** |
| Funds awarded must be spend in accordance with the University Financial Regulations. Funds may be used for:* Participation at training courses or relevant conferences
* Travel and expenses (UK/International: standard-only and appropriate to the project) in accordance with University guidance.
* Employment of research assistants, students or other project workers including the funding of incentives for student involvement; where students are employed to support the project we recommend a maximum of 10 hours per week
* Materials to support digital marketing or promotion or the development of resource materials.
* Equipment
* Consumables
* Other learning resources

All costings should be reviewed by the Faculty/Service Accountant and checked for accuracy. |
| **Evaluation and Outcomes** |
| All award holders are required to:* Where requested, provide prompt updates on project progress and expenditure;
* Provide a concise final evaluation report;
* Be willing and available to share learning and practice within their department/section, across the wider University, and externally. This could include details of the innovation on the Peer Exchange Network as a case student or as a mentoring opportunity, and sharing learning across the YUFE network. [Organisational Development](https://www.essex.ac.uk/staff/professional-services/organisational-development-team) can provide support with sharing of good practice, and in identifying external opportunities.
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| **Contacts and further information** |
| Submit your application to the Academic Registrar’s Office: acadreg@essex.ac.uk Please title your submission ESF – Your Department/Section.Any queries should be e-mailed to Emma Hardy egriffin@essex.ac.uk  |