

**Opportunities to Bid for Funded Education Projects:**

**Fair Access projects costing over £5000\***

**and**

**Centre for Excellence in Learning (CEL)**

**Proposal Application Forms**

**January 2015**

BU’s Fair Access Agreement includes a project fund to support fair access and widening participation projects and CEL offers the opportunity to bid for funding for pedagogic innovation, research and development projects annually. Therefore staff in Faculties and in Professional Services are now invited to bid for funds for projects which will contribute to outreach/ widening participation objectives and to improving the student learning experience at BU.

To apply for funding, please complete the relevant project proposal form;

**Form A** is for Fair Access/ Widening Participation projects costing over £5000\*

**Form B** is for CEL/ educational development ones.

The closing date for submission is **Friday 27 February 2015**. Completed forms for all projects are to be submitted to:

Lukasz Naglik, Fair Access Outreach Liaison Officer, via email at lnaglik@bournemouth.ac.uk.

Fair Access projects costing over £5000 will be reviewed by the Fair Access Agreement Management Group (FAAMG). Details of projects will then be submitted to the next scheduled ULT meeting where a formal decision will be made. The Chair of the FAAMG will let you know whether the application has been successful within 2 to 4 weeks of this meeting taking place. The Group may contact you prior to this for further information or clarification on your proposal.

CEL/ education innovation projects will be reviewed by a sub panel of the CEL Steering Group who will work to similar timescales as above.

We look forward to receiving some creative and exciting proposals that will help us to engage more effectively with schools, colleges and community organisations to enhance our targets to widen participation as well as to test out new ideas and approaches that will enhance student learning.

Professor B. Gail Thomas

Chair of FAAMG, Head of CEL and Dean of HSS

16 January 2015

\* Opportunities for funding for projects costing under £5000 have been advertised separately. Please contact Lukasz

 Naglik via e-mail at lnaglik@bournemouth.ac.uk or phone 01202 9 61031 to request an application form.

**FORM A- Fair Access projects costing over £5000**

**Background**

The proposal should clearly relate to the Fair Access Agreement’s aims and targeting, which are explained below.

**Aims**

BU’s emerging new vision for the period beyond 2012 seeks to build on progress made to date in strengthening access to Higher Education for non-traditional students who have the potential to succeed in HE and in significantly enhancing their career opportunities.

The aims of these projects are to generate interest in widening participation communities in going into higher education and to support the equality and diversity agenda. They can involve schools, colleges or other community groups and should demonstrate benefit in relation to raising expectations and building confidence about lifelong learning.  Projects can also focus on current widening participation students in terms of retention, progression and student success/attainment. The aim of these projects is to raise aspirations, attainment and progression in HE among people from under-represented groups.

**Targeting**

BU wants to reach students with the potential for Further and Higher Education who would benefit from aspiration and awareness-raising activities.

BU has historically focussed efforts on WP HESA indicator groups, and will now ensure the groups listed below are targeted in some or all of our WP work. These fall into two categories:

Priority target groups that feature in BU’s targets and milestones (Fair Access Agreement):

* NS-SEC 4-7 – now to include NS-SEC 8 (long-term unemployed)
* Low income (<£25k)
* Additional learning needs/disability – emerging issue is the growing number of students with mental health issues
* Students from low participation neighbourhoods (POLAR)
* Young people in care - emerging sector theme is students in sheltered housing

Other target groups:

* Mature students - HESA benchmark over 21
* Young carers
* Black and minority ethnic groups – specifically those groups under-represented in Higher Education in general or in certain subject areas
* Boys participation in higher education - emerging sector theme
* Girls into STEM subjects in Higher Education
* First in family to attend university

This is not an exclusive list and the University may also work with other groups under-represented in Higher Education. We also seek to work with ‘key influencers’ for target students, namely teachers, advisers, parents and carers.

**Key themes**

For the 2014/15 Academic Year, the projects should focus on three key themes which are:

* **Access (including Outreach)** – aimed at raising aspirations and attainment among potential applicants to higher education from under-represented groups.
* **Student Success (previously Retention and Success)** – aimed at supporting current students to help them achieve the successful completion of their study at BU
* **Progression from HE (including Employability)** – aimed at helping and supporting students with their work placement and future employment skills and techniques

**Monitoring**

You are required to monitor your project, provide monthly updates on its progress and a report on the project once it is completed.

**Evaluation**

Evaluation of the impact of the project will be based on Kirkpatrick’s model which is explained below. We are required to use Kirkpatrick’s model by the Office for Fair Access (OFFA) when reporting on BU’s WP activity.

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| **Kirkpatrick’s Level of Evaluation Model Description** |
| **Level** | **What is measured?** | **Examples** |
| **Reaction** | How participants feel about their experience | * ‘Happy sheets’/feedback forms – levels of satisfaction, post activity questionnaires.
* Verbal responses and feedback
* Observing participant reactions to WP programmes that they are involved in.
* How involved and engaged the students are
 |
| **Learning** | The increase in participants’ knowledge and skills | * Formal and informal assessments of knowledge and skills before and after the intervention, e.g. measuring levels of understanding about HE or likelihood to access.
* Measures of confidence and commitment “I can do it, I intend to do it”
 |
| **Behaviour** | How far learning / the experience is applied and results in personal / mind-set change | * Observation and interview of programme participants over time (perhaps including tracking them into university/post-school life).
* Demonstrable measureable change to individuals attitudes or behaviour
* Correlational increases in student success
 |
| **Results** | How far the programme impacts on targets, organisational or societal factorsReturn on investment | * Whether the targeted outcome occurs as a result of the event and subsequent reinforcement
* Increases/decreases across a period of years – conforming to a target trajectory
* Longitudinal impact
* Using data sets to identify whether WP is shifting the nature of HE participation/success or progression to employment within BU and/or nationally
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| Project Code: | Budget Code: |



**FA Project Proposal Grant Application for projects costing over £5000**

BU’s Access Agreement includes a project fund to support fair access and widening participation projects in its Faculties / Professional Service(s). To apply for funding, please read the preceding guidance, complete all sections of this project proposal and return **by 27 February 2015** to Lukasz Naglik, Fair Access Outreach Liaison Officer, via email at lnaglik@bournemouth.ac.uk.

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| Section 1: Overview Information |
| Amount of Funding Click here to enter text. | **Date of Application**Click here to enter a date |
|  |
| Project TitleClick here to enter text. |
|  |
| BU Faculty/Professional ServiceClick here to enter text. | **Contact Name(s) of person leading this application** Click here to enter text. |
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| **Section 2: About the Project** |
| 1. **Which themes does your project link into: (please tick all boxes that apply and refer to form guidance section in the front pages, if necessary)**

 🞏 Access (including Outreach) 🞏 Student Success (previously Retention and Success)  🞏 Progression from HE (including Employability)1. **What are the key project aims and intended impact?**

* Click here to enter text.
1. **Please describe your project (include information on rationale, background or prior research, activities, measurables, and staffing)**

**Enter the date (month/year) when your project will complete**Click here to enter text.1. **Who are the • participants • recipients • beneficiaries • target audience of each aspect of your project?**

**How many are there?****If you are targeting schools please remember to include information on year group, stage and/or level as appropriate.**Click here to enter text.1. **Please tick which of the target groups your project will engage. These fall into two categories:**

 Priority target groups that feature in BU’s targets and milestones (Fair Access Agreement): 🞏 NS-SEC 4-7 – now to include NS-SEC 8 (long-term unemployed) 🞏 Low income (<£25k) 🞏 Additional learning needs/disability (emerging issue is the growing number of students with  mental health issues) 🞏 Students from low participation neighbourhoods (POLAR) 🞏 Young people in care - emerging sector theme is students in sheltered housing Other target groups: 🞏 Mature students - HESA benchmark over 21 🞏 Young carers 🞏 Black and minority ethnic groups - specifically those groups under-represented in Higher  Education in general or in certain subject areas 🞏 Boys participation in higher education - emerging sector theme 🞏 Girls into STEM subjects in Higher Education 🞏 First in family to attend university 🞏 Other (please specify) Click here to enter text.If you are unsure whether you are targeting an appropriate group or need advice on which schools or communities to target, please contact Lukasz Naglik, Fair Access Outreach Liaison Officer lnaglik@bournemouth.ac.uk or 01202 961031.If your project exclusively focusses on one particular target group, please ensure this is expressed in questions 2 and 8 (project aims and evaluation).Click here to enter text.1. **Dates and Timing – What are the key milestones of your project?**

Click here to enter text.Please also complete Appendix 1 – Timeline in detail which sets out your key dates, activities, milestones and spend. **If your project will run for more than one financial year (1st August – 31st July) please make clear which activities (and costs) relate to which year.** 1. **Detailed breakdown of costs**

Ensure you include spend information on the following points, if relevant to your project: **•** consumables **•** equipment **•** capital costs **•** recruitment **•** salaries **•** staff time **•** student ambassador costs **•** activities **•** resources **•** printed materials (posters / flyers / booklets etc,) **•** travel(including staff time and other resources which may or may not be covered by the Access Agreement funding sought)Only include staff costs where an additional cost is incurred e.g. backfill costs to release existing staff members1. **What methodology will be used to evaluate the project (e.g. questionnaires, feedback sheets, interviews etc)**
* Explain evaluation methodology against each project aim / activity

**Please fill out the table below using Kirkpatrick’s levels as a guide. For explanation and examples see guidance section in the front pages.**Wherever possible please report your evaluation data differentiated by the target group(s) you selected in question 5 and if appropriate by protected characteristics.

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| **Kirkpatrick’s Level of Evaluation Model Description** |
| **Aim / Activity** | **How measured** | **Kirkpatrick’s Level (highlight or tick box)** |
| **Example:***Improve literacy skills* | *Reading age before and after activity* | 🞏 Reaction (How participants feel about their experience)🞏 Learning (The increase in participants’ knowledge and skills)🞏 Behaviour (How far learning / the experience is applied and results in personal / mind-set change )🞏 Results (How far the programme impacts on targets, organisational or societal factors) |
|  |  | 🞏 **Reaction** 🞏 **Learning** 🞏 **Behaviour** 🞏 **Results** |
|  |  | 🞏 **Reaction** 🞏 **Learning** 🞏 **Behaviour** 🞏 **Results** |
|  |  | 🞏 **Reaction** 🞏 **Learning** 🞏 **Behaviour** 🞏 **Results** |
|  |  |  |
|  |  | 🞏 **Reaction** 🞏 **Learning** 🞏 **Behaviour** 🞏 **Results** |
|  |  |  |

1. **Collaboration**

Please use this section to list your internal and external partners. Please provide any further information that would be useful for the panel to understand how the collaborative partnership enhances your project Click here to enter text.1. **Add any further information in support of your application**

Click here to enter text.1. **Key Project Contacts**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Email | Telephone |
| Person responsible for leading this application: |  |  |  |
| Person responsible for overall management of this project:\* |  |  |  |
| Person who will run the project activities day to day:\*\* |  |  |  |
| Person responsible for completing monitoring returns: |  |  |  |
| Any other key contacts, e.g. non-BU partners: |  |  |  |

\* This person will also be responsible for liaising with FAAMG if necessary\*\* If the person who will run the day to day activities of the project is to be appointed as part of the project write TBC in the name box |
|  |
| **Section 3: Declaration** |
| **Please read the declaration statements below before signing this proposal.**  |
| 1. **I agree to provide FAAMG with a regular progress report (key milestones, successes and spend) for the full duration of the project**
2. **Wherever possible, and where appropriate, data gathered from the beneficiaries will support the monitoring of protected characteristics**
3. **On completion of the project you may be asked to produce a short report and/or present to the FAAMG. You may also be asked to contribute to any wider cross-project evaluation activities.**
4. **Final reports may include participant numbers plus the names, year groups and home postcodes of students taking part in the project where applicable so systems must be maintained to record this information securely. I understand that this is for BU’s monitoring purposes.**
5. **I agree to share with FAAMG any relevant evaluation data gathered from the project including any specific additional evaluation data that FAAMG requests.**
6. **I agree to provide text and photographs about the project, which can be published for information or promotional purposes by BU.**
7. **I agree for this project to be used as a case study for BU or sector evaluation of WP activities.**
8. **All projects should comply with The Bournemouth University Research Ethics Committee (UREC) Standards.**
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| **Signature of Project Leader:**Click here to enter text. |
| **Name:**Click here to enter text. | **Position/Title:**Click here to enter text. |
| **Signature of Director of Finance and Operations:**Click here to enter text. |
| **Name:**Click here to enter text. |
| **Senior Authorisation Signature for BU Faculty:**Click here to enter text. |
| **Name:**Click here to enter text. | **Position/Title:**Click here to enter text. |  |

**Please set out the project activities and anticipated spend per month (refer to Section 2, question 6).** *Examples* have been provided for your convenience; please delete examples as you complete the form:

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| --- | --- | --- | --- |
|  | **Jan 2015** | **Feb 2015** | **Mar 2015** |
| **Activities** | * *A*
* *B*
* *C*
 | * *Purchase x*
 |  |
| **Key Milestones** | * *Recruit researcher*
 | * *First workshops delivered*
 |  |
| **Spend** | *£x recruit staff**£x staff time (x hours @ £x per hour)* | *Workshops**£x resources**£x travel**£x delivery (10 hours @ £10ph)**Project management**£x staff time* | *Evaluation 1**£x staff time (x hours @ £x per hour)* |

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| --- | --- | --- | --- |
|  | **Apr 2015** | **May 2015** | **June 2015** |
| **Activities** |  |  |  |
| **Key Milestones** |  |  |  |
| **Spend** |  |  |  |

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|  | **July 2015** | **August 2015 – July 2016** |
| **Activities** |  |  |
| **Key Milestones** |  |  |
| **Spend** |  |  |

# FORM B- CEL

# Projects Application form

This application form is for the Centre for Excellence in Learning/ pedagogic development or research fund. For more details on the CEL

scope of activity, themes and priorities, please visit the CEL microsite at <https://microsites.bournemouth.ac.uk/cel/>. All sections are to be

completed by the project leader. Word limits **must** be adhered to and applications forms may be rejected if the word limit is exceeded.

The project leader must sign section 8 at the end. Applicants are encouraged to discuss this application with their Line Manager and/or

Framework Leader to ensure time can be negotiated to undertake this work. Applications received after the closing date will not be

considered in the current round. Letters of support will notbe accepted after the application form has been submitted.

**Please submit your completed electronic copy (including signature) to:** Lukasz Naglik, Fair Access Outreach Liaison

Officer, **by 27 February 2015** via email at lnaglik@bournemouth.ac.uk.

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| **Section 1 – CEL themes *(please highlight box)*** |
| * Inspirational teaching using technology
 | * Innovation in pedagogy, assessment and feedback
 | * Student engagement and co-creation
 | * Employability and work based learning
 |
| **Section 1a – Project Leader details** |
| **Name** | **Click here to enter text.** | **Grade** | Click here to enter text. |
| **Contact number** | Click here to enter text. |
| **Email** | Click here to enter text. |
| **School / Service name** | Click here to enter text. |
| **Line Manager’s name** | Click here to enter text.  |
| **Duration of academic career** | 5 years or less ☐ | More than 5 years ☐ |
| **Section 2 – Summary of proposal details** |
| **Title of proposal to align with CEL theme** | **Click here to enter text.** |
| **Start date** | Click here to enter a date. | **End date** | Click here to enter a date. |
| **Total funds requested** | **Click here to enter text.** |
|  |  |  |
| **Project abstract (100 word limit)** This summary should provide a brief overview of how your proposal meets the theme  |  |
| **Section 3 – Co-investigators(s) details- if appropriate** |
| **Co-investigator 1** |
| **Name** | Click here to enter text. | **Grade** | Click here to enter text. |
| **Contact number** | Click here to enter text. |
| **Email** | Click here to enter text. |
| **School/Service name** | Click here to enter text. |
| **Co-investigator 2** |
| **Name** | Click here to enter text. | **Grade** | Click here to enter text. |
| **Contact number** | Click here to enter text. |
| **Email** | Click here to enter text. |
| **School/Service name** | Click here to enter text. |
| **Section 4 – Please list below other staff associated with the bid** |
| **Name** | Click here to enter text. |

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| **Section 5 – Case for support** |
| **Proposal outline** *(maximum 700 words) Please be as concise as possible and focus on: (1) the aim of your proposal; (2) why it contributes to the CEL theme (3) the methodology and approach; (4) provide a clear list of outcomes; (5) focus on the beneficiaries of the work; (6) dissemination of outcomes, including public engagement; (7) evidence of value for money* |

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| **Section 6 - Breakdown of costs** |
| Please provide details of the costs associated with delivering your project |
|

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| --- | --- | --- |
| **Category** | **Year 1 profile** | **Details *(please specify)*** |
|  | **Feb-April****(£)** | **May-July****(£)** | **Aug-Oct****(£)** | **Nov-Jan****(£)** |  |
| Travel |  |  |  |  |  |
| Accommodation & subsistence |  |  |  |  |  |
| Conference fees  |  |  |  |  |  |
| Venue hire  |  |  |  |  |  |
| Printed materials  |  |  |  |  |  |
| Equipment  |  |  |  |  |  |
| Consumables  |  |  |  |  |  |
| Staff hired for this project  |  |  |  |  |  |
| If study leave application, backfill cost *as calculated below* |  |  |  |  |  |
| Other *(please specify)* |  |  |  |  |  |
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| **Section 7 – Research Ethics**Where applicants are proposing to conduct research, they are required to confirm completion of the [research ethics e-module training course](https://ethics.bournemouth.ac.uk/) [Please follow this link for more information.](http://blogs.bournemouth.ac.uk/research/researcher-toolbox/research-ethics/) |
| **‘I (we) confirm that I (we) have successfully completed the research ethics e-module training course.’***Please tick to confirm:* ☐ |
| **Section 8 – Signature of project leader** (application are deemed incomplete if this signature is missing. Electronic signatures are accepted.) *PI signs on behalf of all participants, who may be contacted to verify that they are aware of the application.* |
| **Applicant name** | Click here to enter text. | **Applicant signature** |  | **Date** | Click here to enter a date. |