

Offices of the Registrars & Vice-Presidents for Academic Affairs

Strategic Alignment of Teaching and Learning Enhancement Funding in Higher Education 2023-24

PROPOSAL TEMPLATE FOR T&L INITIATIVE

Draft purposes only

Please note: We will not accept direct submissions using this template. This template has been developed for the convenience of project leads when preparing their proposal. The project lead **must** enter information from this proposal template via the following [online form](#).

Section 1 - Proposed Project

1. Project Title

Please enter the title of your proposed project

2. Project Impact Level

Please indicate the organisational level at which the proposed project resides:

- International Level
- Institutional Level
- Discipline Level
- Programme Level
- Module Level

Section 2 - Technology Enhanced Learning Requirements

If the proposed project will lead to the introduction of new Technology Enhanced Learning (TEL) infrastructure components or software and/or require input from the Department of Technology Enhanced Learning (TEL), MTU Cork Campuses, and/or the E-learning Development and Support Unit (EDSU), MTU Kerry Campuses, then it is strongly advised that you discuss your plans with these departments in advance of submission - failure to do so may negatively impact your application.

You can contact them in the first instance by emailing:

- MTU Cork: edtech@mtu.ie

- MTU Kerry: edsu@mtu.ie

3. TEL Support Required

Will direct or indirect support be required from the Department of Technology Enhanced Learning (TEL), MTU Cork Campuses or the E-learning Development and Support Unit (EDSU), MTU Kerry Campuses, in terms of time and/or resources to implement this project?

- Yes ([go to question 4](#))
- No ([go to section 4](#))

4. TEL Project Type

Please indicate if the proposed project will involve the:

- ☐ Introduction of new digital learning apps or technology
- ☐ Development and rollout of new digital learning content or courses/modules

5. TEL Consultation Status

Have you discussed your proposal with MTU Cork's Department of Technology Enhanced Learning (TEL) or MTU Kerry's E-learning Development and Support Unit (EDSU) as appropriate prior to submission?

- Yes ([go to section 4](#))
- No ([go to section 3](#))

Section 3 - Proposed Project - Recommendation

Given your proposed project will need support from the Department of Technology Enhanced Learning (TEL), MTU Cork Campuses and/or the E-learning Development and Support Unit (EDSU), MTU Kerry Campuses, you are advised to first discuss your plans with them prior to application.

You can contact them in the first instance by emailing:

- MTU Cork: edtech@mtu.ie

- MTU Kerry: edsu@mtu.ie

Section 4 - Individual and/or Team Details

In this section, you will provide details of those who will be actively involved in conducting this project and any details of any prior involvement in TLASE related projects.

6. Project Lead Name Please enter the name of the project lead for this proposal	
7. Project Lead Email address Please enter the email address of the project lead for this proposal	
8. Project Lead Phone Number Please enter the contact phone number of the project lead for this proposal	
9. Project Lead Home Campuses Please indicate the home campuses of the project lead for this proposal, i.e.: <ul style="list-style-type: none">- MTU Cork Campuses- MTU Kerry Campuses- MTU Cork & Kerry Campuses	
10. Home Department/Function Please enter the name of the home department/function of the project lead for this proposal	
11. Individual / Team Project Please indicate whether the proposed project will be carried out by an individual or team <ul style="list-style-type: none">- Individual (go to question 15)- Team (go to question 12)	
12. Team Composition Please indicate which of the following types of team members will be <u>actively</u> involved in the project <ul style="list-style-type: none"><input type="checkbox"/> Staff (within the project lead's home department/function)<input type="checkbox"/> Staff (outside the project lead's home department/function)<input type="checkbox"/> External collaborators<input type="checkbox"/> Student(s) (inside the project lead's home department/function)<input type="checkbox"/> Student(s) (outside the project lead's home department/function)<input type="checkbox"/> Head of Function (inside the project lead's home department/function)<input type="checkbox"/> Additional Head(s) of Function<input type="checkbox"/> External non-MTU collaborators	

13. Team Composition Details

Please list all participants, their home department/function, their home campus, their home institution if relevant, and their role in the project.

Please Note

Student engagement in project teams is encouraged. When describing student team member roles, these could be classified as but not limited to:

- *Feedback Providers* - involved in focus groups/questionnaires (online/paper-based) to gather data/opinions on their learning experience
- *Consultants* - involved in workshops to gather thoughts/ideas/opinions about a defined topic/area that is to be developed/enhanced
- *Partners* - working as equals with staff on a defined project with an agreed brief and timeframe

14. Prior Involvement in Teaching and Learning related projects

Please provide a brief overview of you (and your team's) record of involvement in previous Teaching, Learning, Assessment and Student Engagement (TLASE) related projects whether internal or external to MTU. This could include funding achieved, projects completed, outputs generated, publications or presentations disseminated etc.
(max 300 words).

Section 5 - Proposed Learning Enhancement Project Details

In this section, you will provide details of the proposed Learning Enhancement Project together with details of any additional contributory funding which already has been sourced or will be sourced from home departments/function/external partners.

15. Project Keywords/Phrases

Please provide up to 5 keywords/phrases that best describe the proposed project.

16. Project Overview

Please outline your proposed project details under the following or similar headings:

- Objective
- Scope
- Duration

(max 500 words):

17. Project Key Milestones and Deliverables

Please describe the key project milestones, when these milestones will be achieved together with a description of the deliverables associated with each milestone, e.g.:

- Milestone 1: [Description] - [Timeline]
 - o Deliverable(s): [Description]
- Milestone 2: [Description] - [Timeline]
 - o Deliverable(s): [Description]
- Milestone 3: [Description] - [Timeline]
 - o Deliverable(s): [Description]

etc.,

(max 500 words)

18. Project Alignment with Funding Themes

Which of the following three themes specified by the HEA and NFETLHE does this proposal focus on?

For more information on the themes (including subthemes) see:

<https://www.teachingandlearning.ie/funding/>

- ☐ Education for Sustainable Development (ESD)
- ☐ Digital Transformation in the Tertiary Sector
- ☐ Best Practice in Upholding and Cultivating Academic Integrity

19. Project Alignment with Funding Themes Justification

Please justify how this proposal aligns to the three themes specified by the HEA and NFETLHE
(max 200 words)

20. Project Alignment with MTU Strategy

Please indicate with which of the following MTU Strategy themes this project aligns (for more information see <https://www.mtu.ie/media/mtu-website/courses/documents/MTU-Strategic-Plan.pdf#page=10>)

- ☐ Learner Education & Experience
- ☐ People & Community
- ☐ Research, Innovation & Entrepreneurship Ecosystem
- ☐ Leading Regional Development
- ☐ Global Outlook

21. Project Alignment with MTU Strategy Justification

Please justify how this proposal aligns to MTU Strategy
(max 200 words)

22. Project Anticipated Impact

Please outline the anticipated impact of this proposal on those who teach and those who learn, e.g.:

- What will be generated?
- Who will be impacted?
- How many will be impacted? , etc.,

(max 200 words):

<p>23. Dissemination of Outputs</p> <p>Please list the outputs from the project and explain how you intend to disseminate the outputs. (max 200 words)</p>
<p>24. Project Sustainability</p> <p>Please explain how you propose to sustain the project beyond the timeline of December 2023. For example, has your home department/function committed support (financial or otherwise) to enhance the sustainability or continuity of this project? (max 200 words)</p>
<p>25. Project External Funding/Support Status</p> <p>Have you, or are you intending, to seek other external funding or support that will contribute to the proposed project?</p> <ul style="list-style-type: none"> - Yes (go to question 26) - No (go to question 28)
<p>26. External Funding/Support(€)</p> <p>Please enter the amount of external funding/support that will be provided, or 0 if it is yet to be decided</p>
<p>27. Project External Funding/Support Details</p> <p>Please describe the nature/amount of support and if this has already been approved.</p>
<p>28. Provision of Additional Internal Funding</p> <p>Please indicate if matched funding is being contributed by the project's home department/function or from elsewhere in the University.</p> <ul style="list-style-type: none"> - Yes (go to question 29) - No (go to question 31)
<p>29. Additional internal funding (€)</p> <p>Please enter the amount of matched funding that will be provided, or 0 if it is yet to be decided</p>
<p>30. Additional internal funding Description</p> <p>Please describe the nature of the matched funding that is to be contributed.</p>

31. Project Funding Stream

Please indicate the appropriate funding stream for the proposed project. Please indicate the appropriate funding stream for the proposed project. Please note two streams of funding are available, as per the funding criteria provided previously:

- LEPs: >=€5000 and <=€20000 ([go to section 6](#))
- LEPs+: >€20000 and <=€35000 ([go to question 32](#))

32. Project Characteristics

Please indicate which of the following statements apply to this project (select all that apply)

- ☐ Expands existing TLASE innovation to a broader reach in MTU
- ☐ Enables a range of separate TLASE activities/initiatives to combine into a more coherent offering or project
- ☐ Transitions from an operational (single area/function) TLASE impact to a strategic (cross-department/institution-wide) TLASE impact
- ☐ Supports development of cross-programme/function/campus TLASE links
- ☐ Develop and contribute to whole-of-institution/national/international Policy or Practice
- ☐ Involve collaboration with at least one other Irish Higher Education Institution (HEI)

33. Project Evidence Base

Please describe how this project is building on, or being informed by, existing internal/external evidence base.

(max 300 words) ([go to section 7](#))

Section 6 - Proposed LEPs Budget

In this section, you will provide a detailed outline of your proposed LEPs project budget.

34. Staff (€) If applicable, please enter the amount required in euros otherwise, please enter 0.		35. Staff Description If applicable, please enter a brief description of this budget spend otherwise, please enter N/A.	
36. Student (€) If applicable, please enter the amount required in euros otherwise, please enter 0.		37. Student Description If applicable, please enter a brief description of this budget spend otherwise, please enter N/A.	
38. Equipment (€) If applicable, please enter the amount required in euros otherwise, please enter 0.		39. Equipment Description If applicable, please enter a brief description of this budget spend otherwise, please enter N/A.	
40. Materials (€) If applicable, please enter the amount required in euros otherwise, please enter 0.		41. Materials Description If applicable, please enter a brief description of this budget spend otherwise, please enter N/A.	
42. Travel (€) If applicable, please enter the amount required in euros otherwise, please enter 0.		43. Travel Description If applicable, please enter a brief description of this budget spend otherwise, please enter N/A.	
44. Miscellaneous (€) If applicable, please enter the amount required in euros otherwise, please enter 0.		45. Miscellaneous Description If applicable, please enter a brief description of this budget spend otherwise, please enter N/A. (go to section 8)	

Section 7 - Proposed LEPs+ Budget

In this section, you will provide a detailed outline of your proposed LEPs project budget.

46. Year 1 - Staff (€) If applicable, please enter the amount required in euros otherwise, please enter 0.		47. Year 1 - Staff Description If applicable, please enter a brief description of this budget spend otherwise, please enter N/A.	
48. Year 1 - Student (€) If applicable, please enter the amount required in euros otherwise, please enter 0.		49. Year 1 - Student Description If applicable, please enter a brief description of this budget spend otherwise, please enter N/A.	
50. Year 1 - Equipment (€) If applicable, please enter the amount required in euros otherwise, please enter 0.		51. Year 1 - Equipment Description If applicable, please enter a brief description of this budget spend otherwise, please enter N/A.	
52. Year 1 - Materials (€) If applicable, please enter the amount required in euros otherwise, please enter 0.		53. Year 1 - Materials Description If applicable, please enter a brief description of this budget spend otherwise, please enter N/A.	
54. Year 1 - Travel (€) If applicable, please enter the amount required in euros otherwise, please enter 0.		55. Year 1 - Travel Description If applicable, please enter a brief description of this budget spend otherwise, please enter N/A.	
56. Year 1 - Miscellaneous (€) If applicable, please enter the amount required in euros otherwise, please enter 0.		57. Year 1 - Miscellaneous Description If applicable, please enter a brief description of this budget spend otherwise, please enter N/A.	
58. Year 2 - Budget Required Will your project require budget for a second year? <ul style="list-style-type: none">- Yes (go to question 59)- No (go to section 8)			

59. Year 2 - Staff (€) If applicable, please enter the amount required in euros otherwise, please enter 0.		60. Year 2 - Staff Description If applicable, please enter a brief description of this budget spend otherwise, please enter N/A.	
61. Year 2 - Student (€) If applicable, please enter the amount required in euros otherwise, please enter 0.		62. Year 2 - Student Description If applicable, please enter a brief description of this budget spend otherwise, please enter N/A.	
63. Year 2 - Equipment (€) If applicable, please enter the amount required in euros otherwise, please enter 0.		64. Year 2 - Equipment Description If applicable, please enter a brief description of this budget spend otherwise, please enter N/A.	
65. Year 2 - Materials (€) If applicable, please enter the amount required in euros otherwise, please enter 0.		66. Year 2 - Materials Description If applicable, please enter a brief description of this budget spend otherwise, please enter N/A.	
67. Year 2 - Travel (€) If applicable, please enter the amount required in euros otherwise, please enter 0.		68. Year 2 - Travel Description If applicable, please enter a brief description of this budget spend otherwise, please enter N/A.	
69. Year 2 - Miscellaneous (€) If applicable, please enter the amount required in euros otherwise, please enter 0.		70. Year 2 - Miscellaneous Description If applicable, please enter a brief description of this budget spend otherwise, please enter N/A.	
71. Year 3 - Budget Required Will your project require budget for a third year? - Yes (go to question 72) - No (go to section 8)			

72. Year 3 - Staff (€) If applicable, please enter the amount required in euros otherwise, please enter 0.		73. Year 3 - Staff Description If applicable, please enter a brief description of this budget spend otherwise, please enter N/A.	
74. Year 3 - Student (€) If applicable, please enter the amount required in euros otherwise, please enter 0.		75. Year 3 - Student Description If applicable, please enter a brief description of this budget spend otherwise, please enter N/A.	
76. Year 3 - Equipment (€) If applicable, please enter the amount required in euros otherwise, please enter 0.		77. Year 3 - Equipment Description If applicable, please enter a brief description of this budget spend otherwise, please enter N/A.	
78. Year 3 - Materials (€) If applicable, please enter the amount required in euros otherwise, please enter 0.		79. Year 3 - Materials Description If applicable, please enter a brief description of this budget spend otherwise, please enter N/A.	
80. Year 3 - Travel (€) If applicable, please enter the amount required in euros otherwise, please enter 0.		81. Year 3 - Travel Description If applicable, please enter a brief description of this budget spend otherwise, please enter N/A.	
82. Year 3 - Miscellaneous (€) If applicable, please enter the amount required in euros otherwise, please enter 0.		83. Year 3 - Miscellaneous Description If applicable, please enter a brief description of this budget spend otherwise, please enter N/A.	

Section 8 – Head(s) of Department/Function Support

In this section, you will indicate the proposed project's support by the relevant Head(s) of Department/Function.

84. Head(s) of Department/Function Emails

Please enter the email addresses of the Head(s) of Department/Function with staff on this project. These Head(s) of Department/Function will receive notification if the proposal is successful.

85. Head of Department/Function Support

Please choose the appropriate option below:

- ☐ All relevant Heads of Department/Function who line manage staff connected to this project has/have confirmed their support for this project
- ☐ Heads of Department/Function who line manage staff connected to this project has/have yet to confirm their support for this project