

# Applying to IATL for Project Support: Guidance Document

**Please note: All proposed projects must meet the University's guidance on safe conduct in relation to Covid-19: [Coronavirus Advice at Warwick](#)**

In response to the rapidly shifting educational landscape, IATL is inviting applications for project support from both students and staff which explore ways of fostering community and reimagining the future of learning at Warwick. We invite you to submit proposals for projects in response to the following prompts:

- Fostering community and learning at Warwick now
- Imagining and creating the future of learning and community at Warwick.

Through IATL's project support, we seek to cultivate imaginative responses to current circumstances, and reimagine possible futures for education. We value the knowledge produced by staff and students at Warwick and invite both co-created and student-led applications. We particularly welcome applications that emphasise the sharing of learning and practice developed during the project with the wider Warwick community.

We are pleased to receive proposals for projects which introduce us to new ideas and practices, as well as ones grounded within our own strategic priorities. We aim to create and support an inclusive, diverse culture of innovation and a community in which we can all flourish. That is why we value applications from all members of our Warwick community. Please reach out for any support you need through the application process.

## General FAQs

### What is IATL?

The Institute for Advanced Teaching and Learning (IATL), is an academic department at the University of Warwick.

IATL supports educational innovation at Warwick, collaborating with students and staff across the University. We support the Warwick community to develop projects, and share findings and practice through creative mediums, conferences and academic journals. We host interdisciplinary modules, which encourage you to work with staff and students from across the University, to connect your learning to other

disciplines in order to tackle larger questions. We are interested in different forms of assessment, including student devised assessment, and we work with students to co-create different ways of learning and teaching. [Find out more here](#).

### **What support can I apply to IATL for?**

IATL is offering workshops, resources, expertise, and funding of up to £1500 to support projects. Areas in which IATL shares practice include co-creation, interdisciplinarity, cultivating communities of learning, practices of teaching and learning, innovative assessment practices, student as researcher, wellbeing practices and international teaching and learning. If your application is successful, you will be connected with a named member of the IATL community who will discuss how they can support you. You do not need to request funding to apply for IATL project support, and we particularly welcome applications which are below the maximum of £1500.

### **What will the panel be looking for in the application form?**

We encourage you to use the application form as an opportunity to help the panel understand the need and value of your project, and why it excites you. We encourage applications which introduce us to new ideas and practices, as well as ones grounded within our own strategic priorities. Proposals which have a strong plan for sharing learning within the IATL community of practice -- with students and staff -- are particularly encouraged.

Read more about [IATL's areas of strategic interest](#).

### **What kind of projects does IATL fund?**

We do not specify the form the project should take, and encourage imaginative responses to the two prompts:

- 1. Fostering community and learning at Warwick at this time of change.*
- 2. Imagining and creating the future of learning and community at Warwick.*

We are particularly keen for submissions which are co-created, with students and staff working together, or student-led.

We encourage creative and useful plans to share learning. Project proposals which show a need or opportunity to engage with ideas of supporting community and the future of learning at Warwick will be favoured.

## **Who can apply?**

Our project support is open to all current students and members of staff at Warwick, including third-space professionals and members of support services. You don't need to be in a teaching-facing role to apply.

## **How do I apply?**

You can access [Project Application form here](#). Please note, this form can be saved and completed at a later date.

## **How many times can you apply for a project?**

You can apply once a term and each project will be assessed on its own merits. If your project application is successful you usually won't be able to apply for the same project again. Please get in touch with us if you wish to apply to develop a project which has received support in the past.

See **Section 9** in the Project Application form for more information.

## **As a student, can I use my project as part of my degree?**

No, you cannot use work from your IATL project as part of any assessment, including dissertations.

## **What happens if I receive support or funding, but can't continue with the project?**

If you have received funding and can no longer continue with the project then you must alert IATL as soon as possible by emailing [IATL.Projectsupport@warwick.ac.uk](mailto:IATL.Projectsupport@warwick.ac.uk).

## **Application form FAQs (numbered questions)**

### **2.2: Why do I need to speak to someone in IATL before I apply?**

We have found that people who speak to a member of the IATL team before submitting their application are far more likely to receive a decision quickly without us having to return to the applicant for further information. In order to ensure you are applying for the right support, we ask you to name the person consulted in the project application form. We may consult with that person as part of the decision making process.

### **3.1 What should I include in my proposal outline?**

This is your opportunity to share the reason you are proposing the project, the need or opportunity you have identified, to tell us how you are responding to the prompts outlined at the beginning of this document, and to share the intended trajectory of your project. Help the application panel to understand what you intend to do and why you want to do it. You might also explain how you will know if the project has been successful.

### **3.2 - 3.4: How long does the process take?**

We have a rolling assessment panel. If the application form contains all the information we need, we aim to notify you of the decision of the approval panel within 20 working days of submission of the application form. It may take longer if you have not provided enough information for the panel to reach an informed decision, so please give as much relevant detail as possible. Please bear in mind that, due to institutional financial processes, it can take a further 14 days for funds to be available to you. This should be reflected in your project start date.

### **3.5: What outputs do I need to produce?**

We ask that you produce something to share the learning from your project with other people. This could be for the Sharing Practice section of IATL's website. We encourage creative and dynamic approaches to this. You will also have a space on the IATL website for your project to curate as you wish.

If you apply for and receive project support, you will need to provide a statement at the end of the project as to how you spent the money and when, showing how it matched with your original submission.

See **Section 3.5** of the Project Application form for more information on Project Outcomes.

## **4: What is co-creation?**

Co-creation is an ethos and practice that Warwick supports across the University, and in IATL staff and students are collaboratively exploring what this means and how we can enact it. We value the knowledge and expertise of students and staff and we seek to develop ways in which we can learn together and from each other in our community - we call this 'co-creation'. Co-created projects in which both students and staff are involved in the design of the project are particularly welcome. If you would like to speak to one of our Student Co-Creation Officers about how you can develop your own co-creation project, and learn from their experiences, you can email [IATL.cocreation@warwick.ac.uk](mailto:IATL.cocreation@warwick.ac.uk).

More information on Co-Creation can be found under **Section 4** of the Project Application form.

### **5: Is there other support available?**

IATL will assess whether it is possible for us to offer the support you request. Administrative support from IATL is not available, and if required should be costed separately in the budget. Support might include, for example, making connections with others working in the area of your proposed project, learning from the pedagogic practices developed within IATL, becoming a member of the IATL community of practice. In addition, you will have a named contact within IATL with whom you can discuss details of your project, and we will offer office hours and workshops. We are currently developing our Sharing Practice pages on the IATL website where you will be able to find inspiration and more details around the support and practice we can offer you and this document will be updated with a link as soon as the pages are available.

You can contact us by email [IATL.Projectsupport@warwick.ac.uk](mailto:IATL.Projectsupport@warwick.ac.uk).

### **6: What can my budget include?**

You can find more information on [how to write a budget here](#).

If you are not applying for funding, you don't need to fill in this section.

If you are applying for funding to support your project, you can include any reasonable expense up to a total of £1500, with a few exceptions, which are listed below. Please provide a full breakdown of your budget.

To assess your application, the panel will need to understand why you have included the items you have. They will be asking questions of value for money, and how the planned spending supports the aims of the project.

Please show how you have arrived at any figures you include but appending quotes or rationale for how you have arrived at the cost of individual figures. We need to see a breakdown of individual expenses and not just a broad headline total.

IATL does not usually support the buying of equipment. There may be limited exceptions to this. If your project is dependent on purchasing equipment, please get in touch with us before you submit to discuss how we can support you.

IATL would not usually expect to cover the costs of the time of the lead applicant if they are a permanent, full time member of staff. However, if this is necessary for the success of the project, please get in touch.

At the end of your project you will be asked to produce a financial report to show how you spent your money.

**Students please note**, 80% of your proposed budget will be paid at the beginning of your project. The final 20% will be paid at the end of your project, after you have submitted your financial report, if you have spent your full budget. If you have not spent the full amount, we will ask you to return the balance to us. Please allow 7 working days for the payment to reach your account.

**Staff please note**, your payment will be made through an internal order and your department will be allocated a costcode for your project. More details will be shared at a later stage.

Please find more information on Budget under **Section 6** of the Project Application form.

### **6.2 - 6.3: Why do you need to know the dates I'll be spending money?**

The University's financial year runs from 1st August - 31st July every year and so we need this information to help us manage our finances.

### **7.1: Why do you ask about why I'm applying to IATL?**

We are keen to understand why IATL is the best place to get the support your project needs. In this section, please outline how your project is in keeping with IATL's ethos and strategy.

### **7.2: Why do you need to know why I'm excited about this project?**

Our project support team and the application panel are keen to know what has inspired you. We care about learning and community at Warwick, and it makes our decision easier if we understand your excitement. In addition, we recognise that application forms can sometimes result in you forgetting why you wanted to do a project in the first place, and we hope this question helps you stay connected with the things that have inspired you to apply.

### **8: What ethical approval will I need?**

IATL requires that you follow the relevant code of ethics for your area of research. You can find further information about ethical approval and when it is required here:

[https://warwick.ac.uk/services/ris/research\\_integrity/researchethicscommittees/](https://warwick.ac.uk/services/ris/research_integrity/researchethicscommittees/). We advise students to seek advice from their academic supervisor. Your academic supervisor will be asked to comment on ethics in their supporting statement. See more information in **Section 8** of the Project Application form.

### **9: Why do I need the support of my Head of Department or an Academic Sponsor?**

Members of staff need to indicate they have the support of their HoD and that any resource implications for the department have been considered. If you successfully apply for funding, you will receive an internal order code through which your department pays any project expenses, including salary costs.

Students can ask any member of staff to become their Academic Sponsor. That person should be familiar with the area of work the project is based within and therefore able to provide help with the application itself, if needed, and perhaps ideas and inspiration as the proposal is developed.

Please ensure you attach Supporting Statement letters (or emails) to **Section 9** of the Project Application form.