**The Eden Fund for Education Enhancement**

**Applicant Guidelines 2018/19**

**Purpose of the Eden Fund**

LSE’s new Eden Fund has been established in 2018/19 to support the delivery of the education and student experience-related aspects of the emerging LSE Strategy 2030. It is targeted at all student levels. Successful project bids will be:

1. **In line with key School strategic priorities emerging in LSE Strategy 2030 in relation to education enhancement, including those linked with NSS and TEF themes**
2. **Designed to make a sustained and measurable improvement to the quality of students' education and their related experiences**
3. **Planned and implemented in partnership with students and/or their representatives.**

Decisions on bids will be made by a panel of academic and PSS staff with relevant expertise drawn from across the School. The panel will have the facility to fund projects across multiple years, and to deliver (or withhold, pending necessary progress) funding on a phased basis, dependent on the complexity and timespan of the project.

To be funded, a successful project bid will have set out in the application form a clearly defined benefit(s) profile, including the success measure(s), milestones (as appropriate to the type of project), and the method(s) and timescale of reporting against them.

The Education Strategy Officer will work closely with departments to provide guidance in the application and post-award stages.

The panel will receive termly progress reports on the status of the funded projects from the Education Strategy Officer, who will also report annually to the new Education Committee structure as approved.

Successful project holders will also be expected to develop case studies of good practice and/or undertake other dissemination activities in collaboration with the LSE Teaching and Learning Centre.

A key aim of the Eden Fund is also to actively facilitate enhanced working relationships (guidance, support, collaboration) between a successful department(s) and relevant expertise elsewhere in the School pertinent to the project’s requirements at any stage to completion.

 **Areas the Eden Fund is targeting**

The Eden Fund panel will consider any bid that seeks to improve education and the student experience that meets the headline criteria above.

The following strategy priority areas are suggested for applications in 2018/19, which will be particularly welcomed:

* **Enhancing community, belonging and inclusion**

*This might include, for example, projects that specifically seek to build the sense of intellectual and social community and inclusion in a department for non-department (‘outside’) students (i.e. students on joint programmes or who take courses in other departments, or are otherwise interested in its activities), or develop collaborations with the SU and / or student societies, or build links with alumni, industry partners, policy-makers and/or other HE institutions, or develop community-building activities within and across academic departments more generally. Applications that set out to make the experiences of students on joint programmes more ‘connected’, for example by creating bespoke core courses, academic mentor groups and/or peer study groups for students throughout each joint degree, are particularly welcome.*

* **Developing new enquiry-based and research-based learning activities**

*This might include, for example, ‘flipping’ lectures by creating recordings that students can watch before the face-to-face session, thereby creating more class time for active debate, critical enquiry and/or applied workshop activities. Departments are encouraged to embed enquiry-based and research-based activities – from devising initial research questions and exploring different research methods to actively collecting/accessing and analysing data and presenting their findings – into undergraduate as well as graduate programmes, and also into the wider life of the department, for example through student conferences and online publications. Applications that propose a movement towards research-rich, active learning, both for individual students and collaborative student groups, are encouraged.*

* **Enhancing approaches to assessment and feedback**

*This might include, for example, developing new assessment methods that enable students to become creators and producers. New methods may stretch students to communicate their knowledge in different ways to different audiences (for example through case studies, policy papers, blog postings, posters, etc.), perhaps leading to the development of a Showcase Portfolio, and/or enable students to develop new digital skills and data visualisation techniques. This might also include developing innovative means of providing feedback, for example via audio files or new approaches to online feedback, and to promoting students’ active engagement with feedback as they continue their studies.*

***Please note:***

* *The above themes are illustrative only: alternative ideas will all be considered on their merits*
* *Taught postgraduate programmes and undergraduate programmes are all in scope*
* *Initiatives relating to research students, such as schemes that develop them as an inclusive cohort of mentors and teachers, will also be considered*

**Applying for the Eden Fund**

1. Applications should be made by submitting a completed application form by email to Marlene Worrell (m.worrell@lse.ac.uk) before 12:00 midday on the date of the relevant application deadline, as outlined in the schedules below.
2. Applications from individuals and groups will be accepted, including bids made with other departments, with divisions, with the SU, and / or with another partner as appropriate. Initiatives that seek to foster a collaborative approach to project design and delivery will be particularly welcomed.
3. Applications should outline how proposed projects have been planned with students and or/their representatives and how they will be involved in the project implementation.
4. Applications should demonstrate maximum impact on LSE students, demonstrating how completed projects will *embed* the new developments so that they improve the experiences of future students.
5. All administrative and resource requirements for the successful delivery of the proposal should be considered and must be outlined in the application form, including where existing budgets will be used, or where any other funds are being applied for.
6. All applications must have a named lead (Project Lead) who will be the main point of contact between the Education Strategy Officer and the project team.
7. The lead contact will also be responsible for providing updates throughout the life of the project, and for producing an annual update at the end of each academic year and a final report at the end of the project.
8. All applications must have detailed budget plans. Projects that span more than one year must have the costs broken down per year.
9. The lead contact is also responsible for consulting HR, when employing project staff, to ensure recruitment is carried out in accordance with the relevant HR policies and procedures.
10. The Education Strategy Officer will be able to provide advice if required, and facilitate linkages to other parts of the School as pertinent to delivering the project.
11. A Professional Service Division representative (of the LSE Teaching and Learning Centre, LSE LIFE, Learning Technology and Innovation (LTI), or other as relevant), and/or an academic ‘mentor’ may be attached to each successful application for support with delivery.
12. All successful applicants must agree to basic information sharing within the School, including, but not limited to, the dissemination of any updates, impact assessments, case studies/good practice guides/lessons learned/stories and blog posts that may come out of the proposed activity.

This information can also be found, along with the downloadable guidelines and application form, on the Education Funding web page. [https://info.lse.ac.uk/staff/education/Funding]

**Process for 2018/19**

Panel One

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| **Activity** | **Date** | **Responsible** |
| Launch | Late October 2018 | ESO |
| Application deadline | Midday Monday 3 December 2018 | Applicants, ESO |
| Selection panel event  | W/C 10 December 2018 | All members |
| Applicants notified of decisions | W/C 10 December 2018 | ESO |
| Follow up with project leads to discuss financial management and reporting | January 2019 | ESO, Finance Division |
| Termly projects’ progress report from ESO to Eden Fund panel (on email) | LT 2019 | ESO, applicants |
| Termly projects’ progress report from ESO to Eden Fund panel (on email) | ST 2019 | ESO, applicants |
| Annual projects’ progress report from ESO to Education Committee | ST 2019 | ESO, applicants |

Panel Two

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| **Activity** | **Date** | **Responsible** |
| Launch | Late October 2018 | ESO |
| Application deadline | Wednesday 30 January 2019 | Applicants |
| Selection panel event  | W/C 11 February 2019 | All members |
| Applicants notified of decisions | W/C 11 February 2019 | ESO |
| Termly projects’ progress report from ESO to Eden Fund panel (on email) | ST 2019 | ESO, applicants |
| Annual projects’ progress report from ESO to Education Committee | ST 2019 | ESO, applicants |

Decision-making

* All selection panel members are eligible to advise on applications, including on how funds should be allocated for a successful project, and against what criteria for phased allocation.
* Members will vote on applications except where they are also applicants in which case they will not be eligible to vote.
* The Pro-Director Education will make the final decision based on the recommendations of the panel.