**LSE Pro–Director Education Vision Fund**

**Guidelines**

**Description**

LSE’s new Pro-Director Education Vision Fund has been established to support the delivery of the School’s Education Strategy 2015-2020, and is designed to contribute to the enhancement of the educational experiences of LSE’s undergraduate and taught master’s students.

Funds of £50,000 are available for the 2017/18 round of Vision Fund Applications.

For 2017/18 we are seeking applications within or across the following strategic priority areas:

* **Programme renewal, design and development**

*This might include, for example, projects that seek to integrate equity, diversity and inclusivity initiatives, or innovative teaching approaches, into the design and delivery of LSE taught provision.*

* **Proposals that initiate or develop applied research opportunities for students**

*This could include, for example, the integration of research methods training and/or applied research projects within programmes, or projects that interact with central provision for the development of research and related skills in students.*

* **Learning community development within departments and across the School**

*This might include, for example, projects involving alumni, industry partners, policy-makers and/or other HE institutions, or community-building activities within and across academic departments.*

* **Institutional and educational research**

*This might include, for example, projects that advance institutional knowledge of educational enhancements or those that investigate disciplinary or interdisciplinary teaching and learning practices.*

**Application requirements**

Applications should be made by submitting a completed application form by email to Rebecca Doolan (r.doolan@lse.ac.uk) before 12:00 midday on the date of the application deadline, as outlined in the schedule.

Applications from individuals and groups will be accepted.

Applications that foster a collaborative approach, involving colleagues from multiple departments, and/or those that also involve students, professional service staff/units, will be particularly welcome.

Applications should demonstrate maximum impact, but should also include consideration for how projects will be sustained in the longer term.

Applications that require successive funding over a three year period (from 2016/17), will be accepted.

All administrative and resource requirements for the successful delivery of the proposal should be considered and outlined in the application form. Please also provide details of any existing budgets that will be used, or any other funds being applied for.

All applications must have a named lead who will be the main point of contact between the LSE Educational Strategy Unit and the project team.

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.

All applications must have detailed budget plans. Projects that span more than one year must have the costs broken down per year.

The lead contact is also reasonable for consulting HR, when employing project staff, to ensure recruitment is carried out in accordance with the relevant HR policies and procedures.

The Project Officer, LSE Educational Strategy Unit, will be able to provide project management advice if required.

A representative of the LSE Educational Strategy Unit, LSE Teaching and Learning Centre, LSE LIFE, Learning Technology and Innovation (LTI), and/or an academic ‘mentor’ may be attached to each successful application for support with delivery.

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/best practice guides/lessons learned/stories and blog posts that may come out of the proposed activity.

**Schedule 2017/18**

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| Call for applications | n/a |
| Application deadline | Friday 6th October 2017 |
| Panel review | W/C 16th October 2017 |
| Applicants notified of decisions | Friday 27th October 2017 |
| Annual update from award winners | ST 2018 |

**Review and selection**

A panel will be appointed on behalf of the Pro-Director Education to review and select applications. The panel will convene, review all applications and select successful applications on the dates set out in the schedule.

Both successful and unsuccessful applications will be notified on the dates set out in the schedule.

**LSE Pro-Director Education Vision Fund**

**Application Form – Cover Sheet**

**Title of project:**

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**Name(s) of people applying for funds:** *(Please also specify the lead contact)*

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| --- | --- | --- |
| **Name(s)**  | **Role/Job Title (s)** | **Department (s) / Division** |
| Lead Contact: |  |  |
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**Timescales of proposed work/project:** (*Proposed start and end date (if applicable))*

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**Funding required:** (*Total amount of Pro-Director Education Vision Fund money being applied for)*

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**Which strategic priority area(s) are you applying under?** *(Refer to guidelines for strategic priority areas)*

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**Brief description:** *(300 words max)*

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**LSE Pro-Director Education Vision Fund**

**Application Form**

**Problem/Opportunity Statement:** *(This section should describe briefly the problem or opportunity that this proposal aims to address/take advantage of. Please also list the main benefits, and the main groups of people who will be positively affected by this proposal, as well as any potential negative impacts or risks.) Max. 500 words.*

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**Description:** *(This section should provide detailed information about the proposed project, the reasons for doing it, its objectives and improvements being made the department/organisation. Please do not exceed 500 words. If you wish to attach supporting documentation - please make reference to it here.)*

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**Outcomes:** *(This section should provide details of the outcomes of your proposal. Please also consider the reasons for undertaking the project, any positive and negative impacts. Please also consider how you think the outcomes of your project will be useful to the wider education community at LSE and how the results/learnings of your project will be shared, for example through an ‘Impact Case Study’.)*

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**Impact/Benefits:** *(Please outline the main benefits as you see them of this proposal, with consideration for the LSE Education Strategy 2015-2020 and the strategic priority areas outlined in the guidelines. Please also list the main groups of people or individuals who will be positively affected by this proposal and in what way)*

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| **Impact/Benefit** | **Person or groups of people affected** |
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**Detailed timescales - key dates & milestones:** *(This section should include the estimated time the project will run until the benefits are realised and list the milestones/key dates.) Max 200 words.*

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**Costs/budget plan:** *(Please provide a detailed plan for all costs associated with your proposal. If the project spans more than one academic year please give detailed plans for expenditure per year. Please give the total amount and, if applicable, identify the areas that vision funds will be applied to. Please give details of any other funds being applied for, or existing budgets being used, and for what purposes. If you attach a budget document please summarise below and make reference to your attached document. Please also provide details, if appropriate, of how you intend to make the outcomes your project/initiative sustainable without further vision funding.) Max 300 words.*

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**Strategy:** (*Please describe briefly how this proposal responds to the LSE Education Strategy 2015–2020, and also how it responds to the Departmental Education Strategy(s) of the department(s) involved.)*

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| **LSE Education Strategy 2015 -2020 Strategic Objective/Departmental Education Strategy Objective** | **How proposal is responding** |
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**Team:** (*Please list the people who will be involved in delivering the project if they are not part of the team applying for funds.)*

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| **Name** | **Job Title and Department/Division** |
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**Other dependencies:** *(Please provide details of any known dependencies that this proposal relies upon for it to realise its benefits, this may be a system, person or groups of people.)Max 100 words.*

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**Approvals**: (*Lead contact to sign here to approve the application, and agree to the requirements as set out in the attached LSE Pro-Director Education Vision Fund Guidelines)*

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**Financial Management**: (please provide the following information to enable to smooth transfer of funds in the event that your application is successful)

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| Department that will host the fund (if a joint project) |  |
| Budget Controller |  |
| Signatories (signatories must already be on the signatory database) |  |