

Student Engagement in Educational Development (SEED) Fund 2016/17 Guidelines for Applicants

The SEED Fund aims to support the implementation of the University's Teaching and Learning Plan and Student Engagement Strategy by enabling innovative curriculum based projects. In keeping with the principles of these plans and of Student as Producer, project bids should demonstrate meaningful collaboration between students and staff, with students taking an active role in the design, implementation and dissemination of projects.

These projects should result in publishable case studies which serve as exemplars for practical interpretation of Student as Producer principles within disciplines and professional services.

The fund is open to **all** members of staff and students from **all** parts of the university.

Project applications should demonstrate how they embed the four key principles of Student as Producer (**Discovery, Collaboration, Engagement and Production**), and also relate to one or more of its key features:

- Assessment
- Citizenship
- Employability
- Pedagogy/curriculum
- Resources
- Skills
- Space
- Technology

For more information on the principles of Student as Producer, please visit <http://edeu.lincoln.ac.uk/student-as-producer/>

Project budget

Projects may be funded for any amount up to a maximum of £1,000.

SEED funds may typically be used for the following:

- Release of time from teaching, research or service duties
- Bursaries to students for participation in the project
- Reasonable travel and subsistence costs
- Purchase of consumable items
- Costs of attending relevant conferences

The following will not normally be funded:

- Costs of course delivery, as distinct from additional costs of innovation
- Equipment or ICT hardware/software.

Projects will typically be completed within the 2016/17 academic year, i.e. by 31 July 2017

Following the award of funding, dedicated project codes will be assigned to each successful project and project leaders will be informed. Final and interim project reports will need to include an appropriate statement of expenditure.

Application and selection procedure

Applications should be sent by email to seed@lincoln.ac.uk no later than noon on **31st October 2016**. Submitted bids will be considered by an independent selection panel including at least three members of the academic community and a student representative.

Applications will be assessed using the following criteria:

- **Student engagement:** Is there evidence of student participation in the design, implementation and evaluation of the project?
- **Outcomes & Dissemination:** Are project outcomes clear, with appropriate plans for sharing and embedding insights learned? How will the project outcomes contribute to the aims of Student as producer and how will project insights be shared?
- **Timescale:** Is a detailed description of activity over the course of the project offered, with project 'milestones' noted, such as the planned dates of key events and/or workshops?
- **Aims, Approaches and Activities:** Are these clear and realistic, with learning and teaching dimensions made explicit? Is the design and method appropriate to the aims? Are research questions (if any) clearly framed? Are the planned activities detailed, including mention of the staff and students to be involved? Is the project grounded in any of the existing relevant literature?
- **Evaluation Plan:** Is a thoughtful and costed evaluation plan included, with provision for formative staff/student feedback throughout the course of the project? What types of internal and external evaluation are to be used?
- **Budget:** Is a realistic and fully-costed budget provided?

Project commitments

Each successful project will be required to provide progress reports, and on completion of the project produce a case-study for internal publication. In order to facilitate dissemination and maximise impact, there is also an expectation that project participants will maintain a record of progress through a website or blog, and also contribute to relevant university events, such as the annual teaching and learning conference.

Support with submitting bids

If you wish to have an informal discussion about submitting a bid please contact Emily Parkin (eparkin@lincoln.ac.uk or 7105).

For further information, please visit edeu.lincoln.ac.uk/seed/