**Imperial-Nanyang Technological University Education Fund Joint Application Form**

***This form must be completed using 10pt Arial font. Margins must not be adjusted. Where the form has been adjusted or incorrect font used, the proposal will be returned to the applicant without further assessment. (Remove all words in blue when you submit your application).***

***Please send the completed application form to*** [***globalseedfunds@imperial.ac.uk***](mailto:globalseedfunds@imperial.ac.uk) ***AND*** [***CTLP-EduGrant@ntu.edu.sg***](mailto:CTLP-EduGrant@ntu.edu.sg) ***. Deadline: 29th May 2023***

**Part (I): SUBMISSION DECLARATION FORM**

*(Remove all words in blue when you submit your application).*

1. **Applicant Details – Imperial College London (Imperial)**

|  |  |
| --- | --- |
| **Name of Imperial principal applicant** | **Department** |
| **Current position**  *(Note that Imperial principal applicants must be permanent members of staff)* | **Email address** |

|  |  |
| --- | --- |
| **Name of Imperial co-applicant**  **(if relevant)** | **Department** |
| **Current position** | **Email address** |
| *(duplicate co-applicant section as necessary)* | |

1. **Applicant Details – Nanyang Technological University (NTU)**

|  |  |
| --- | --- |
| **Name of NTU principal applicant** | **Department** |
| **Current position**  *(Note that NTU principal applicants must be permanent faculty members)* | **Email address** |

|  |  |
| --- | --- |
| **Name of NTU co-applicant**  **(if relevant)** | **Department** |
| **Current position** | **Email address** |
| *(duplicate co-applicant section as necessary)* | |

**Part (II): Proposal Information**

1. **Case for Support (Please keep this section to not more than 2 pages)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project title** |  | | |
| **Duration (max until 31 July 2024)** |  | **Expected start date** |  |
| **Is the collaboration existing, new or a renewal of a previous partnership?**  Existing / new / previous *(select one and give brief details if not new)* | | | |
|  | | | |
| **Alignment to call: Please provide a short summary of the proposed project and collaboration proposed, a brief description of the intended use and impact of the funding.**  **(Max 200 words)** | | | |
| **Impact on Student Experience: A description of how the project will positively impact the student experience, and how students will be involved in the project. (Max 200 words)** | | | |
| **Added value: Explanation of how the activities proposed generate demonstrable added value that have the potential to change teaching. (Max 200 words)** | | | |
| **Sustainability: Explanation of how the project outcomes will become embedded into standard educational practices at each institution following the initial seed funding.**  **For example, indicate a host department for a proposed future module, intention to develop a MOOC etc. (Max 200 words)** | | | |
| **NTU-Imperial partnership: A description of how the project team will collaborate throughout the project and the benefits of involving of team members from each institution.**  **(Max 200 words)** | | | |

1. **Project Timeline (Please keep this section to not more than 1 page)**

|  |
| --- |
| **Please provide a proposed timeline for your project which outlines key milestones, dates and responsibilities of each partner from the project start date to the project end.** |

1. **Details and Justifications of Proposed Budget**

|  |
| --- |
| *Funds can be used to support students (at Imperial: student bursaries), consumables, professional services fees, travel and subsistence and equipment. For NTU, please refer to Appendix A for general budgeting guidelines.*  Funding awards to successful project will be made to the principal applicant from each institution: NTU principal applicants will receive funds from NTU, and Imperial principal applicants will receive funds from Imperial. In most cases, funds cannot be used for items which will only benefit individuals from the partner institution. For example, student bursaries at Imperial must be paid by Imperial and cannot be covered by NTU. Please take this into account when determining the funding amounts requested from each institution.  Please outline how you plan to allocate the funding in the table overleaf: |

**Funding requested by Imperial College London Applicant**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Details and Justification** | **Cost** | **Total (GBP)** |
| Student support costs  (e.g student bursaries) |  |  |  |
| Consumables |  |  |  |
| Travel and subsistence |  |  |  |
| Project related equipment |  |  |  |
| Professional services fees |  |  |  |
| Other costs |  |  |  |
| Total Funding Requested (GBP) | | |  |

**Funding requested by Nanyang Technological University Applicant (Refer to Imperial-NTU Education Fund Guidance: Appendix A for guidelines)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Details and Justification** | **Cost** | **Total (SGD)** |
| EOM (Manpower) |  |  |  |
| OOE (Materials & Consumables)  *Note: Any item above $2,000 requires a strong justification.* |  |  |  |
| OOE (Subject/Volunteer Payment) |  |  |  |
| OOE (Travel) |  |  |  |
| OOE Related Expenses (Other Miscellaneous cost) |  |  |  |
| Others |  |  |  |
| Total Funding Requested (SGD) | | |  |