

Imperial College London – Nanyang Technological University Education Fund

CALL DOCUMENT AND GUIDANCE FOR APPLICANTS

Context and Purpose

The Imperial College London (Imperial) – Nanyang Technological University (NTU) Education Fund aims to support new collaborative education projects. The fund encourages projects which build on our institutions' individual successes and combine expertise and efforts to jointly develop new teaching, learning and student experience opportunities. To support these collaborative efforts in getting underway, the Nanyang Technological University – Imperial College London Education Fund has been established. The fund is designed to incentivise the set-up of new teaching and learning formats which offer sustainable long-term benefits.

Digital technologies provide new avenues for developing international exchange and partnerships in education which have the potential to benefit more students than ever before. The fund supports both online and in-person activities but all projects are encouraged to incorporate digital innovations appropriate to achieving their project goals.

By jointly developing educational initiatives, NTU and Imperial can draw on expertise and support available at both institutions, and the talents and enthusiasm of our students and staff, to pilot new educational initiatives which continue to push the boundaries beyond what is possible in teaching and learning.

1. Types of Projects

- 1.1 Projects are expected to benefit students and staff at both institutions. Applicants must clearly state the impact that the award will bring to both institutions in terms of student experience, and, where possible, involve staff-student partnerships in the design and delivery.
- 1.2 Projects which support development in the following areas are encouraged:
 - **Research-led education:** projects that are informed by the most recent research in the relevant topic. This could entail encouraging students to participate in research projects.
 - **New applications for digital technologies:** Projects that pursue innovative, inclusive and impactful online experiential learning opportunities.
 - **Multidisciplinary, global challenge topics that are linked to the UN Sustainable Development Goals (SDGs).**
 - **Student entrepreneurship:** Projects that provide students with the knowledge, skills, and resources to develop an entrepreneurial mindset through joint projects or creating experiential learning opportunities (e.g. joint hackathons).
 - **Flexible lifelong learning/practitioner education:** Projects that meet the needs of learners at different stages of their lives and careers.
 - **Learning analytics:** projects that foster knowledge exchange on approaches to building learning analytics platforms, and structures, and designing metrics to support and enhance the student experience.

- **Exchange of academic and professional knowledge:** Study visits or workshops to clearly and demonstrably aid the exchange of academic and professional knowledge, including sharing of good practice to underpin the preparation of a long-term collaborative partnership (e.g. preparation of a PhD summer school, joint module delivery, future exchange agreement, etc)
- 1.3 All projects are encouraged to incorporate digital innovations appropriate to achieving their project goals in line with institutional education strategies:
 - NTU: [NTU 2025 Strategic Plan](#)
 - Imperial: [Learning and Teaching Strategy](#)
 - 1.4 Projects can be either curriculum based or extracurricular. Interdisciplinary projects are particularly encouraged.
 - 1.5 The policies of the respective institutions shall apply to initiatives requiring adjustments to course learning outcomes and evaluation and/or which require course approval.
 - 1.6 Proposals to support existing partnerships should clearly state how this fund would add value to the relationship and funding that is already in place and how the funds would enable the project to become sustainable beyond the project period with the activity becoming embedded into the educational delivery at both institutions.
 - 1.7 As the purpose of this fund is to support innovative education and new ways of conducting international partnership, requests for funding for international travel must be fully justified and are **should not normally form more than 20% of the total project budget**. For example, to support networking of the project teams, sharing best practice in order to inform development/delivery of the project.

2. Applicant Eligibility and Application Process

- 2.1 At Imperial, the fund is open to permanent members of staff only. At NTU, the fund is open to full-time faculty members.
- 2.2 The principal applicants from Imperial and NTU are to complete the Joint Application Form in Annex A together for the project. Completed application forms must be submitted to both globalseedfunds@imperial.ac.uk and CTLP-Edugrant@ntu.edu.sg. Only applications submitted before the deadline to these email addresses, and not that of the named contact, will be considered.
- 2.3 **One proposal per principal applicant per call is permitted.**
- 2.4 The completed application form should be a maximum of 6 (six) A4 pages (minimum 10 point font – Arial; minimum margins of 2 cm). Any additional details can be part of an appendix.
- 2.5 **Each application should have one principal applicant based at Imperial and one principal applicant at NTU** and should contain:
 - A written case for support to address the following questions:
 1. Alignment to call: A description of the project and collaboration proposed, a brief description of the intended use and impact of the funding. Please refer to point 1 above for guidance.

2. Impact on student experience: A description of how the project will benefit students at both institutions, and how it will facilitate students working together across institutions.
 3. Added value: Explanation of how the activities proposed generate demonstrable added value that has the potential to change teaching.
 4. Sustainability and strategic value: A description of the long-term impact and development of the project, and how it will add value to the strategic partnership between NTU and Imperial.
 5. 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.
- A financial summary: Each application should provide information on the requested costs using the budget section of the application template (see 'Funding Requested').

3. Funding

- 3.1 This call has a total indicative budget of £20,000 from Imperial and S\$32,600 from NTU Singapore, to be awarded to up to 5 successful NTU and Imperial collaborating teams.
- 3.2 Total project budget (Imperial and NTU) requests are not expected to exceed GBP 10,000 resp. ¹SGD 16,200 based on the latest prevailing SGD exchange rate (equal partitioning £5,000/ S\$8,150 or in differing amounts, e.g. £3000/ SGD5,000). Funds can only be spent on activities which fit the purpose of this call. Applicants are asked to itemise their budget using the tables in the application form (please see application form for details).
- 3.3 Once approved, the application grant quantum cannot be increased. Hence, applicants are advised to prepare their budgets carefully.

4. Budget Proposal and Management

- 4.1 Indicate the breakdown of the proposal budget and the detailed justification for each budget item in the Application Form. Detailed justifications must be provided for all resources required to successfully complete the project (e.g., explanation of why budget items are needed, how they will be used). Adherence to budgetary norms is expected in all areas. Otherwise, the proposal may be rejected.
- 4.2 The applicants also declare that the Imperial-NTU grant award will not be used for any item(s) funded or pending funding from other sources.
- 4.3 All monies will be disbursed upon award of the grant. The relevant institutions' principal applicants are responsible for managing the money allocated to their project account in accordance with the budget committed in the accepted application.

¹ Based on an exchange rate of 1.63 (rounded to the nearest 100) for 23 March 2023

4.4 Imperial-NTU funds are to be used to develop new teaching, learning and student experience opportunities at Imperial and NTU. Eligible costs:

Imperial College		NTU	
Cost	eligible / not eligible	Cost	eligible / not eligible
Student support costs (e.g student bursaries)	eligible	EOM (Manpower)	eligible
Consumables	eligible	OOE (Materials & Consumables) OOE (Subject/Volunteer Payment)	eligible
Travel and subsistence	eligible	OOE (Travel)	eligible
Project related equipment	eligible	OOE Related Expenses (Other Miscellaneous cost)	eligible
Professional services fees	eligible	OOE Related Expenses (Other Miscellaneous cost)	eligible
Indirect and estate costs	not eligible	Indirect and estate, IT equipment, personal productivity communication tools	not eligible
Salary costs (staff)	not eligible	Teaching release	not eligible

5. Review and Selection of Applications

- 5.1 At Imperial, all eligible applications will be considered for funding by the Vice-Provost (Education and Student Experience) with assistance of a review panel with representatives from all Faculties, and the International Relations Office.
- 5.2 At Nanyang Technological University, all eligible applications will be considered for funding by the Deputy Provost (Education) with assistance of a review panel with representatives from all Faculties and the Centre for Teaching, Learning and Pedagogy.
- 5.3 The Panel will consider the following criteria in considering applications:
- excellence of education project
 - how the activities proposed generate demonstrable added value that has the potential to change teaching
 - the difference the funding will make, including clear justification of why this funding scheme is appropriate
 - how and when the project outcomes will become embedded into standard educational practices at each institution
 - innovative use of new learning formats
 - impact on student experience
 - NTU-Imperial partnership: the project demonstrates a full collaboration between NTU and Imperial team members in the design and delivery

5.4 NTU and Imperial will then jointly review applications to make a final decision on which applications will receive funding. Details of how to access funds at each institution and the reporting guidelines will be outlined in the award letter sent to successful applicants.

6. Obligations of Fund Awardees

6.1 All successful grant holders will be expected to submit a Final Report and a Financial report at the conclusion of the Imperial-NTU funded project.

7. Important Dates

Information session	Tuesday 25 April 9am UK/4pm Singapore
Application Close	30 May 2023 (updated)
Feedback and revision for shortlisted projects	June / July 2023
Result Announcement	By end July 2023
Project Commences	01 August 2023 (Project duration: Up to 12 months)
Project Completion	By 31 July 2024 (extensions will not be granted)

8. Information sessions and partnership support

An online information will be held on Tuesday 25 April 9am UK/4pm Singapore. This session will be open to Imperial and NTU and will provide details of the fund, examples of previous Education Fund projects and information about support available for identifying partners for collaboration.

Please sign-up here to receive the meeting invitation and link:
<https://www.eventbrite.co.uk/e/imperial-college-london-nanyang-technological-university-education-fund-tickets-594600876227>

9. Contacts

Please contact your respective institution's coordinator if you have any queries about this grant:

Imperial College London Laura Bulmer International Relations Office Imperial College London Faculty Building Level 2 London, SW7 2AZ United Kingdom +44 (0)20 7594 2533 globalseedfunds@imperial.ac.uk	Nanyang Technological University Jeanette Choy Centre for Teaching, Learning and Pedagogy Nanyang Technological University, Singapore 50 Nanyang Avenue LT19A-B4-01 Singapore, 639798 +65 6592 3738 CTLP-EduGrant@ntu.edu.sg
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Annex A: 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 AND 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 <i>(Note that Imperial principal applicants must be permanent members of staff)</i>	Email address

Name of Imperial co-applicant (if relevant)	Department
Current position	Email address
<i>(duplicate co-applicant section as necessary)</i>	

2. Applicant Details – Nanyang Technological University (NTU)

Name of NTU principal applicant	Department
Current position <i>(Note that NTU principal applicants must be permanent faculty members)</i>	Email address

Name of NTU co-applicant (if relevant)	Department
Current position	Email address
<i>(duplicate co-applicant section as necessary)</i>	

Part (II): Proposal Information

3. 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 <i>(select one and give brief details if not new)</i>			
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)			

4. 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.

5. 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 Appendix A for guidelines)

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

➤ Please send the completed application form to globalseedfunds@imperial.ac.uk AND CTLP-Edugrant@ntu.edu.sg
 Deadline: 29 May 2023

Appendix A : Guidelines on Budgeting (For NTU)

EOM (Manpower)

Student Assistant (Degree)	- SGD 10/hour
Student Assistant (Masters)	- SGD 15/hour

OOE (Materials & Consumables)

Items or services (e.g., reference materials, subscriptions) are allowable only if these are directly related to the project. Grant awardees should consult with their respective Schools and/or the university on the availability of such items/services to ensure that amount funded are utilise appropriately.

OOE (Subject/Volunteer Payment)

Surveys	- SGD 5 - SGD 10 / per survey
Individual Interviews or Focus Group	- SGD 10/hour

For accountability, we recommend using vouchers / gift cards (e.g., Starbucks) to reimburse participants. Grant Awardees are to keep a record on the voucher distribution. We generally do not recommend reimbursement for transport / food allowance unless strong justification is provided.

OOE (Travel)

The Grant Awardee has to ensure that: (i) all travel expenses are in line with the consistently applied travel policy on business travel at NTU; (ii) the purpose of the travel should be directly relevant to the project and necessary to accomplish the project objectives.

The total funding for travel and subsistence will be pegged at 20% of total project direct costs awarded to each NTU awardee.

OOE Related Expenses (Other Miscellaneous cost)

Transcription

Simple transcribing (one-on-one or one-on-two)	- SGD 35 / audio-hour
Simple transcribing (with translation)	- SGD 56 / audio-hour
Classroom talk / focus group (>3 participants)	- SGD 60-80* / audio-hour

** remuneration is based on complexity of the recording*

Project related equipment

Allowable, if specifically budgeted for the project and the equipment is used extensively for the benefit of the project funded by the Imperial-NTU Education fund.

The period of maintenance funded from the Imperial-NTU Education fund should be restricted to the duration of the project. For new equipment, maintenance should not be budgeted for the duration the equipment is under warranty (e.g. Year 1) and quotations for maintenance contract must be included.

Professional services fees

Allowable, if deemed necessary, specifically justified and provided for in the fund application/variation request.

The proposal must show how the required professional service contribute to the project and why the work cannot be performed by the project team. To include credential of the service provider(s) and fee breakdown.

Not fundable

Teaching Release

Undergraduate tuition support

Purchase of IT equipments (i.e. computer equipment, and printers) and personal productivity tools communication expenses (i.e. smartphones) are generally not allowed unless they are deemed essential to the project and have been approved by approving authority.

