

The Principal's Teaching Award Scheme

SMALL PROJECT GRANTS

An initiative for small project grants up to £2500.

ABOUT THE INITIATIVE

This small grant scheme, coordinated by the Institute for Academic Development, is designed to support the enhancement of learning and teaching. The money is intended to allow applicants to take an enquiry-based approach to some of these issues without needing to engage in a substantial investigation or submit a comprehensive project proposal. It is anticipated that many of the projects funded by these smaller grants will provide the foundation for a regular PTAS application in the future.

We particularly welcome proposals which address priorities in the University's and/or Colleges' Teaching and Learning Enhancement Strategies.

We welcome proposals focused on all areas of learning and teaching. We particularly welcome bids which focus on the following themes:

- curriculum innovation, curriculum review, curriculum enhancements, and decolonising the curriculum
- equality, diversity and inclusion
- assessment and feedback innovations
- sustainability, sustainable development goals
- digital teaching, hybrid teaching and blended learning
- transitions (e.g. school to university, year to year, university to work)

We are also keen to encourage bids which demonstrate meaningful student involvement, student-staff collaboration and co-creation in the project. This could be, for example, where undergraduate and/or PGT students are active participants in the bid teams or will be involved later in developing and shaping the project. Student involvement should go beyond simply collecting data from students, they should have a say in how the project progresses.

The expectation is that the University of Edinburgh (UoE) staff member who is Principal Investigator will hold a contract that covers the period of the award applied for.

The main criteria for acceptance are the promise of the proposed initiative and its potential impact. For details on what is expected in the application, please consult the guidelines below. A Principal Investigator may only receive a **small** PTAS grant once.

Please note that all small grant recipients will be expected to submit a brief report within one month of date of conclusion of their project. All recipients are also encouraged to submit a proposal of their work for the University's annual Learning and Teaching Conference. The final report should outline briefly the nature of the work completed, outcomes, benefits to student learning, dissemination activity (where relevant), and, if possible, how the activity could inform future work or be transferred to other subject areas in the University. See below for further details.

GUIDELINES

In no more than 750 words, please describe your planned project addressing each of the following questions:

1. What is the title of the proposed initiative?
2. Why is this project important? What significant issue does it address?
3. What questions are you hoping to answer?
4. How do you intend to answer them?
5. Who will carry out the investigation?
6. How will any collected data be analysed?
7. A brief Equality Impact statement. PTAS projects have the potential to impact all 9 protected characteristics within the 'Equality Act 2010' and 'Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012', namely : Age, Disability, Race (including ethnicity and nationality), Religion or belief, Sex, Pregnancy and Maternity, Marriage or civil partnership, Sexual orientation, Gender reassignment.

**Please ensure you respond to the following three questions as headings
(these responses do NOT count in your word count for the submission) :**

- a) How does this project meet the legislative requirement to ensure equality for the protected groups?
 - b) Do you envisage any adverse impacts on equality and how will you mitigate their impact?
 - c) Are there any ways in which this project is advancing equality of opportunity? Please also ensure that written materials used in the project or as an outcome of the project are accessible to all users as per the University guidelines at <https://www.ed.ac.uk/information-services/help-consultancy/accessibility/creating-materials>
8. How will results be communicated to colleagues and feed into or inform enhancement practices?
 9. How will the funding be used? Make a simple itemised listing and explain it. Check below for more guidance on budgets.
 10. What is the timescale for the project?
 11. Note that references (citations) do NOT count within your wordcount.

You must also complete and provide the small grant proposal cover page, which includes details of the team, and a 250 word abstract.

DEADLINE AND SUBMITTING APPLICATION

Please see the IAD PTAS webpages for submission deadlines. Please email your proposal (the 750 word project outline, plus completed cover page) as an email attachment (PDF) to iad.teach@ed.ac.uk

REPORTS

Templates for the small report requested at the completion of the project (required by one month after the project end date) are available on the PTAS webpages:<https://www.ed.ac.uk/institute-academic-development/learning-teaching/funding/funding/applying-to-ptas>

Budget Guidance – extra points to note

How funds may be used

These will be assessed for **proportionate** and **reasonable** expenditure by the adjudication committee.

✓	✗
Buy-out staff time (research time/project assistance)*	Buy-out staff time (teaching/teaching-related/teaching preparation)
Buying-in additional hours from part-time staff	Payment for duties considered to be work that should already be the responsibility of Schools, such as routine course development which staff would do as part of their usual role
Employing students (UG,PGT,PGR) for project roles (note you must pay at least the national minimum wage https://www.gov.uk/national-minimum-wage-rates)	Equipment or hardware that a School would normally be expected to purchase in ongoing teaching/IT budgets
Paying for technical assistance	
Production of materials	
Specialist Software not usually provided by the University (best to check with Information Services first)	
Dissemination of project outcomes (e.g. at conferences, other events run internally or externally)	
Transcription, data entry, data processing costs	

* Please note, funds may be used to buy-out time (or buy- in additional hours where staff currently work part time) enabling current members of staff to devote themselves more intensively to the project. Any 'buy-out' of staff time must be linked to *actual* expenses of the role required in the project that will be incurred i.e. the actual cost of hiring additional staff to cover the duties being released (which should not include teaching duties). Please seek HR local liaison guidance.

Please note University recruitment guidance and specify the fair process by which you will appoint staff and/or students: <https://www.ed.ac.uk/human-resources/recruitment-guidance> . We encourage you to get advice from your School HR colleagues about the right grade to employ students and research assistants on for your PTAS project, and to do this in advance of submitting your application. Take care also to include enough time for recruitment in your estimated time-scale within your project timeline.



Please note that accrual (carrying forward monies from one financial year, ending 31 July to another starting 1 August) is not always possible. Your local finance officer should help with this but you need to do it well in advance of 31 July, sometimes in June. Should you be awarded a grant you will be asked to complete a form with financial codes and at this point you may ask to split the funds over the current and next two financial years. This may NOT be possible for any 'special call' monies.