eSTEeM Project Proposal Form

We recognise that this project proposal may not be definitive, but eSTEeM will support you in finalising your proposal. Please indicate any major constraints. Agreed projects may be asked to provide a final revised plan before starting. Please email completed form to esteem@open.ac.uk

# About the project

Please provide a title, start and end dates, description, rationale and keywords. Include any references for cited publications and projects (these are not counted in the word limits).

|  |  |
| --- | --- |
| Project Title  |  |
| Lead Contact |  |
| Experience relevant to this project | *For example, Module Chair involved in project, AL on module, ST on module, relevant quals leads etc.* |
| Start date |  | End date |  |
| DescriptionProvide a brief description of the project. Please introduce the issue that the project intends to investigate or address, the approach that will be taken, the anticipated outcomes and impact on staff and students. This will be used as your project summary on the eSTEeM website [300 words max] |
|  |
| RationaleSpecify how the project will build on existing research and scholarship and explain how the project relates to the University’s and Unit(s) strategic plans [300 words max] |
|  |
| KeywordsIdentify up to five keywords or phrases that could be used to categorise your project. |
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# About the project team

Please identify the project leads, staff and students involved in the project team, and any other collaborators (e.g., module team members, employers and professional associations – if applicable).

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| Project lead(s) |
| Name | School | Email  | Role within project team/tasks to be carried out |
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|  |  |  |  |
| Other staff involved |
| Name | School | Email | Role within project team/tasks to be carried out |
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| Students as Partners Would you consider involving students within your project to undertake any of the following tasks? Please tick/cross all that apply. If so, we will be in touch after the approval stage to discuss further. |
|  | Comment on survey questions/interview scripts  |  | Running student focus groups |
|  | Conducting student interviews  |  | Other, please specify |
| **Student Support Team involvement** Would your project benefit from active involvement with SST colleagues? If so, please provide some brief details about the required involvement and anticipated time commitment. If so, we will be in touch after the approval stage to discuss further. |
|  |
| Collaborators If any other groups will be asked to support the project activities, i.e., module teams, employers, or professional associations, please list them here and explain the role they will be asked to undertake. Have you secured explicit permission from the module team(s) to undertake this project? If so, please provide details. Where applicable identify the contact person and briefly describe any relevant previous collaborations. |
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# The project work plan[[1]](#footnote-1)

To specify the project work plan please identify the aims, activities, outcomes and risks associated with the project below and complete the work plan (at the end of this form) with a timeline for your planned activities.

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| Aims and objectivesIdentify the aim(s) of the project and the objectives that will enable you to achieve the aim(s). [200 words max] |
|  |
| Research activities and milestonesIdentify the research activities that will be undertaken (e.g., stakeholder engagement activities, literature searches and reviews, data collection and analysis methods), the milestones used to monitor progress for each activity. [300 words max] |
|  |
| Outcomes, dissemination and impactIdentify the anticipated outcomes that will be realised during the project and specify the planned dissemination activities (e.g., venues for presentations and publications) and pathways to impact (e.g., mechanism to apply the findings and enhance practice during and after the project). [300 words max] |
|  |
| Risks and mitigationsIdentify any risks that could impede your progress or arise from the research and explain how you plan to mitigate their impact on the project (e.g., participant engagement, time management, workload management, risk of harm). [300 words max] |
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# Budget

Limited funding is available to pay for directly incurred human-resource costs (e.g., Associate Lecturers, consultants or students), transcription costs, contributing to conferences, project travel and subsistence expenses, consumables and equipment. Please specify the anticipated costings for your project activities and any opportunities for external funding or income generation.

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| Expenditure by financial year |
| Category | Description | Cost (£)1st Aug 2023 – 31st July 2024 | Cost (£) 1st Aug 2024 – 31st July 2025 |
| Consultants e.g., Associate Lecturers *If project is led/co-led by an AL, please include the cost of their Additional Duties Contract and those of any additional ALs.**Day rate (£170.24 per day + NI)* |  |  |  |
| Transcription costsOU transcription costs approx. £17.41 per hour + VAT (10 mins recording takes approx. 30 mins to transcribe) |  |  |  |
| Conferences (internal and external)Specify each conference and your anticipated contribution e.g., attending or presenting |  |  |  |
| Travel and subsistence Specify anticipated journeys and costs |  |  |  |
| Consumables and equipmentSpecify each individual item cost |  |  |  |
| Other costsPlease specify |  |  |  |
| Total per financial year |  |  |
| Grand total for the project |  |
| External fundingSpecify what (if any) external funding will be sought for the project. |
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| Income generationIf applicable, describe how the project could lead to new income generation. |
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# School authorisation

Please confirm the workload allocation and school support for each team member of the proposed project.

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| WorkloadPlease specify the number of days, per academic year, that each project team member will have allocated over the course of the project from their workload plan.  |
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| School Scholarship Lead/eSTEeM Director endorsement – eSTEeM Director endorsement required for those based outside of a school.*Please include an e-signature or email* *esteem@open.ac.uk* *confirming your endorsement.* |
| I confirm that the project team has my support in submitting this proposal to eSTEeM.Name: Position: Signature:  |
| Lead Line Manager authorisation – LLM approval required for Associate LecturersPlease include an e-signature or email esteem@open.ac.uk confirming your authorisation. |
| I confirm that the project team has my support in submitting this proposal to eSTEeM and if successful, the specified workload allocation. Name: Position: Signature:  |
| **Head of School/Line Manager** – HOS approval required for academic staff; Line Manager approval required for those based outside of a school.*Please include an e-signature or email* *esteem@open.ac.uk* *confirming your authorisation.* |
| I confirm that the project team has my support in submitting this proposal to eSTEeM and if successful, the specified workload for each team member will be allocated in their workload plan. Name: Position: Signature:  |

**Project work plan**

To help you to monitor and manage your project please complete the following work plan by providing planned dates for the activities described in Section 3 of the form.

Project title:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Aims and objectives | Research activities and milestones | Completion date | Outcomes, dissemination and impact | Risks and mitigations |
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1. *We would encourage project teams to engage with the Badged Open Course* [*Scholarship of Teaching and Learning (SoTL) in STEM*](https://www.open.edu/openlearn/science-maths-technology/scholarship-teaching-and-learning-stem/content-section-overview?active-tab=description-tab)*. This course guides colleagues through the process of systematically designing, conducting, reflecting upon and evaluating an ethically reasoned SoTL inquiry.*  [↑](#footnote-ref-1)