**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: 3 May 2024***

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

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)*  |

 3. **Collaboration information**

This project is a/an:

​​ ☐​ New Collaboration

​​ ☐​ Existing Collaboration (please provide a concise overview of the current collaboration below)

☐​ Resubmission (please describe succinctly how this proposal has been adjusted)

If this collaboration is not new, kindly provide a brief description of the nature of the existing partnership, within a limit of 150 words.

 

**Part (II): Project Information**

1. **Case for Support (Please keep this section to not more than 2 pages. Please ensure you address all parts of this section.**

|  |
| --- |
| **Project title (15 words max)**     |
| **Duration (max until 31 July 2025)**    | **Expected start date**  |
| **Project Summary: Please provide a brief description of the project, the nature of the proposed collaboration, the intended purpose of the funding and its expected outcomes and impact.**            |
| **Significance: Please explain how the proposed activities will lead to enhancement to education and teaching practices at both Imperial and NTU.** **You may substantiate your proposal with compelling arguments and relevant data to support its potential impact on education and teaching practices.**          |
| **Student Experience: Please describe what aspects of the student experience will be improved and how this is expected to happen.  Also, outline how students will be involved in the project.**          |
| **Outcomes: Discuss how you will know if the collaborative project has been successful in achieving the intended outcomes.**           |
| **Sustainability: Please explain how and when 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.**           |
| **NTU-Imperial partnership: Please outline how the project team will collaborate throughout the project, the roles and expertise brought by members of the team, and the benefits to the outcome of the project of involving team members from each institution.**            |
| **Dissemination of project:  Please outline how the completed project will be disseminated within NTU and Imperial College London to communicate results, outcomes and potential for others to adopt and adapt.**           |

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

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| **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. This includes the details of how the project team will communicate throughout the project.** |

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

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| --- |
| *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 below.** |

**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)**Specify the exchange rate and the date (e.g., 1 GBD to ?? SGD as of MMYY). |
| 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)  |  |

**Part (III): Approval from Chair/Head of School (Only applicable to NTU applicants)**

**To be completed by College/School.**

**Chair/Head of School Endorsement**

|  |  |
| --- | --- |
| Signature: Name: | Date: |

**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)**

TranscriptionSimple 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.