**UCL logo header**

**UCL Office of the Vice Provost for Education and Student Affairs**

BAME Award Gap Fund Steering Group

Project Proposal Form

Please email your completed proposal to [s.bath@ucl.ac.uk](mailto:s.bath@ucl.ac.uk). Your proposal will subsequently be uploaded to a dedicated space on the BAME Awarding Gap Fund SharePoint site where you will be able to access all documentation related to your project.

Please see the accompanying guidance document and other resources to help you develop your proposal.

# Section 1: Contact details

|  |  |
| --- | --- |
| **Surname:** |  |
| **First name:** |  |
| **UCL email:** |  |
| **Additional staff:**  Please provide the names and email addresses of any additional staff involved in the project who you would like to receive communications |  |
| **Department:** |  |
| **Job title:** |  |

# Section 2: Project details

Please refer to the guidance document that accompanies the proposal form for help filling in this section, in particular guidance with costs for resources.

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| **Project title:** |  |
| **Please state the programme of study and/or module(s) this project will benefit:** |  |
| **Brief project description:**  (max 500 words) |  |
| **Project objectives:**  What changes are you trying to achieve through the project? For example, the reduction of the awarding gap on ‘x’ programme and/or module(s) |  |
| **Project outcomes:**  What do you expect to produce or deliver through the project? For example, a new or redeveloped module |  |
| **Project outcomes:**  What are the expected results and benefits of your project. Please describe how these outcomes will be measured. For example, improved BAME student satisfaction, as measured through UCL Student Experience Survey or NSS. All projects should include a metric on closing gaps on a particular programme and/or module(s) |  |
| **Project rationale and supporting research/evidence:**  Please explain the rationale behind your project, including any research or evidence that supports your project approach.  If you project is aimed at a specific sub-section of students, for example, your project might focus on closing the Black awarding gap, please include research or evidence to support this decision  Funding may cover capital costs, for example for equipment, and use of external experts, for example to deliver training. Please explain your justification for approaches requiring funding in these areas  Supporting research or evidence may be quantitative or qualitative. This might include statistical awarding gap data, focus group findings, discussions with other institutions/colleagues, discussions with Staff-Student Consultative Committees and so on |  |
| **How will you implement the project:**  Please give as much detail as possible, breaking your project down into activities with estimated dates. Please make your steps SMART (specific, measurable, achievable, relevant to the project and time specific) | |  |  | | --- | --- | | **Dates** | **Activity** | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |
| **Duration of the project:**  The maximum duration of projects is 36 months. There is no minimum duration, however, long-term projects that are able to demonstrate potential for significant impact are preferred. If your project is six months or under, you may be useful to consider repeating the project to confirm impact | **Months:** |
| **Total funding requested:**  Grants are awarded up to a maximum of £25k per initiative over a three year period |  |
| **What resources will you need?**  Please include a breakdown of resources and estimated costs for your project  Please note a maximum of 10% of total funds per initiative can be allocated to research and results will be reportable within a maximum of 6 months  Please note that whilst funding can be used to buy out teaching time, no new roles can be created with the funding  Funding may cover capital costs, for example for equipment, and use of external experts | |  |  | | --- | --- | | **Resource** | **Cost** | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |
| **Who is on your core project team?**  Please give the names of confirmed team members, including students, or anticipated roles if you are yet to finalise a project team |  |
| **How is your project scalable?**  Successful projects should be scalable and seek to embed material change for the benefit of future students. Please describe how your project is scalable  If you have requested funding for capital costs or external expertise, please outline how this would be scalable beyond your project. Please note, projects that demonstrate the potential to impact large cohorts, particularly first year students and core modules are preferred |  |
| **How will the project work with or engage students?**  Please describe how the project will work with or engage students to ensure success |  |
| **What support is in place for your project?**  Please describe the support you gained for the project. We highly recommend that you discuss your project with your Programme Director, Head of Department and Staff-Student Consultative Committee.  Engaging students and staff in the development of your proposal will generate project buy-in and engagement. Also consider gaining the support of a senior sponsor for the project who can help ensure the visibility of your work |  |
| **Time commitment:**  Have you discussed the project with your line manager or Head of Department and confirmed that you are able to commit the time that will be budgeted to deliver the project | Yes  No |

# Section 3: Forwarding UCL commitments

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| Please state how you see your project forwards the commitments outlined in:   * [UCL’s Access and Participation Plan 2020/21 to 2024/25](https://www.ucl.ac.uk/widening-participation/sites/widening-participation/files/ucl_app_2020-2025_0.pdf) * [Strategic aims of UCL 2034](http://fzghc.bnu.edu.cn/docs/20181120112415518323.pdf)   Please also state how your project relates to the themes outlined in the [BAME Awarding Gap Staff Toolkit](https://www.ucl.ac.uk/teaching-learning/sites/teaching-learning/files/bame_awarding_gap_toolkit_2020.pdf)  We recommend directly referencing these documents. For example: Objective 2.2.2 UCL Access and Participation Plan “to create an inclusive learning environment where a student’s background, ethnicity, age or disability is not an indicator of their success or progression” |
|  |

# Section 4: Evaluation, dissemination and impact

When thinking about your evaluation consider how you will know if the project is going well or not, what information you will gather or need to monitor your project, how you will gather this information and how often, and how you will disseminate it.

|  |  |
| --- | --- |
| **How will you evaluate the overall success of your project?**  Please describe how you will evaluate the overall success of your project, detailing any relevant performance measures you will use |  |
| **How will you evaluate your project on an interim basis?**  Please describe relevant performance measures that will be used for interim evaluations  Please note you will be required to complete a Project Update Report (provided by the Steering Group) every 6 months, which will include reporting back on the status of gaps. You will also be asked to complete an End Project Report at the close of your project  Projects which are six months or under in duration will only be required to submit the End Project Report |  |
| **How will the outcomes of the project be embedded to benefit future students?** |  |
| **How will you disseminate the results of your project within your department and with the wider UCL community?** |  |

**Please return your completed project proposal form to:**

[s.bath@ucl.ac.uk](mailto:s.bath@ucl.ac.uk)