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**UCL Education Services**

Student Success Fund

**Project Proposal Form**

Please email your completed proposal form to [smss.studentsuccess@ucl.ac.uk](mailto:smss.studentsuccess@ucl.ac.uk). Your proposal will subsequently be uploaded to a dedicated online space where if successful you will be able to access all documentation related to your project.

See the accompanying guidance document to help you develop your proposal.

Please note, if you have already received funds from the Student Success Fund, you are still eligible to apply for further funds. For example, if you received funds for a seed project, you could apply for further funds to develop your project into a sprout or grow.

If you have already received funding from the Student Success Fund, this does not affect what you have already received.

**Section 1: Contact details**

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| **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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| **Funding Stream** | * Seed | * Sprout | * Grow |
| **Project title:** |  | | |
| **Total amount of funding requested:**  (Seed up to £1000, Sprout up to £5000, Grow up to £10,000) |  | | |
| **Please state the department/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? |  | | |
| **Project outputs:**  What do you expect to produce or deliver through the project? |  | | |
| **Project outcomes:**  What are the expected results and benefits of your project. Please describe how these outcomes will be measured. |  | | |
| **Project rationale and supporting research/evidence:**  Please explain the rationale behind your project, including any research or evidence that supports your project approach.  If your project is aimed at a specific sub-section of students, for example, your project might focus on the retention of mature students, please include research or evidence to support this decision.  Funding may cover capital costs, for example equipment, and use of external experts e.g. 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:**  Our support for all projects will end by March 2025. All Seed projects should be completed by March 2024. Longer-term projects that can demonstrate potential for significant impact are preferred for Sprout and Grow projects. If your project is six months or under (Seed and Sprout projects only) it may be useful to consider repeating the project to confirm impact. | **Months:** | | |
| **What resources will you need?**  Please include a breakdown of resources and estimated costs for your project.  Staff can bid for funding to buy out staff-time (a maximum of 50% of the overall costs, which will be assessed on an individual basis).  Bids that include payments for students’ time must ensure students are paid at the minimum of Grade 3 Point 8 - £13.95 per hour exclusive of holiday pay.  Please note for Sprout and Grow projects 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 have 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) * Strategic Plan 2022-27   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”.  You may also wish to address some or all of the following: inclusive curriculum, belonging, creating safe spaces, inclusive teaching, and learning and assessment. |
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**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.

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| **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 every 6 months, which will include reporting back on the status of your project. You will also be asked to complete an End Project Report at the close of your project.  Projects that 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:**

[**smss.studentsuccess@ucl.ac.uk**](mailto:smss.studentsuccess@ucl.ac.uk)