2012 FUNDING APPLICATION FORM
For National NDLR LInCS Projects[1]
September 2012 – May 2013

Learning Innovation Community Projects are cross-institutional projects, funded by NDLR, to promote the development, sharing and impact of digital learning resources and associated practices for teaching, learning and research.

The objective of this call is to support projects that demonstrate the impact, scholarship and effectiveness for teaching, learning and research led teaching from Ireland.

The deadline for applications: - **Friday 28th September 2012**

Link to video about the NDLR: - from http://www.ndlr.ie and http://vimeo.com/42536707

Please send your completed application form to: ann.marcus.quinn@ul.ie

Full Details are available from http://www.ndlr.ie/services/ndlrfunding and all queries are welcome at https://ndlrhelp.zendesk.com

[1] LInC Projects: Learning Innovation Community Support Projects

Table of Contents

Checklist for Eligibility 3
Guidelines 4
Project Finances 5
NDLR Key Performance Indicators and Metrics demonstrating Impact 6
The three stage review process 7
Application process 8
Key Dates 8
SECTION A: Context, Project team and subject area / theme 10
SECTION B: Description of your learning innovation project(s) 11
SECTION C: Sharing, Use, Reuse and Research 12
SECTION D: Overview of Costs 13
SECTION E: Prospective plan for the Annual NDLR Showcase 14
SECTION F: Contact details and bank details 15
Appendix 1: NDLR 3 Stage Evolutionary Pathway for Supporting NDLR Users 17
Appendix 2: NDLR Key Performance Indicators 20

Checklist for Eligibility

To be eligible for this competitive bid for funding, your team must score YES to all of the following criteria.

1. Is the application submitted from at least one HEA funded institution? [2] ☐ Yes ☐ No
2. Will reusable Learning resources be produced and deposited to the repository for free open use? (Open Access & Licenses) ☐ Yes ☐ No
3. Is the key concept and projected impact clearly communicated? ☐ Yes ☐ No
4. Is the target audience clearly identified? ☐ Yes ☐ No
5. Have any measures or metrics been used to measure the success / impact of the project been included? ☐ Yes ☐ No
6. Has a description of the supporting activities (e.g. dissemination, utilisation, impact capture, evaluation, publications, presentations, research, etc.) been included? ☐ Yes ☐ No
7. Has a prospective plan/description for the annual showcase and dissemination activities been included? ☐ Yes ☐ No

[2] Submission and project is to be executed by a grouping of teaching staff/academics across a minimum of three Universities/Institutions, with the leading partner to be a HEA funded Institution. These collaborations may also include professional bodies, other public sectors, international partners; etc in the collaboration but these would not be directly funded as part of the projects. See https://ndlrhelp.zendesk.com for all details.

Guidelines

- This form is to enable you to:
  - Make a bid for competitive funding to implement your project
  - Plan focused projects to develop learning resources/materials for the NDLR (Irish HE community / cross sectoral community / students / your peers) over the coming months (September 2012 – May 2013)
  - Identify a project team or community to expedite the project and contribute to project activities

- The project plan outlined in the application form, and project funding is to cover the period **September 2012 – May 2013**. We therefore encourage you to focus on short achievable projects that can be realised and presented at the NDLR Annual Showcase (May 2013) and NDLR Research Symposium (September 2013).

- We would also encourage you to:
  - Think about the wider reach of your project
  - Consider the impact is will have for your peers and student programmes;
  - Consider the effectiveness/reusability of the learning resources you will put into the NDLR;
  - Consider how it promotes the scholarship of your subject area within and across the SMARTCoPs.

IMPORTANT: In this context, you may find it useful to refer to:

i. NDLR Key Performance Indicators, Annual Reports, etc.
ii. The following thematic areas as prioritised in the National Strategy for Higher Education to 2030 (Hunt Report 2011)
   a. Development and improvement of teaching skills
   b. Undergraduate research and / or the First Year Experience
   c. Curriculum reform to facilitate generic skills, research work placement or research internship
   d. Development of a framework for a national student survey system
   e. Parity of esteem for research and teaching: policy and practice
   f. Development of flexible course provision incorporating inquiry based learning

You can apply in the following ways:

- You may be the Coordinator of an existing SMARTCoP applying on behalf of that CoP
- You may be collaborating with members and/or Coordinators of other existing CoPs, with a view to forming an "umbrella" group (or SMARTCoP) in the longer term around your support discipline(s).

- You may be an individual in an NDLR partner institution applying on behalf of a CoP or aligning your project with an existing CoP.
- You may be collaborating with a number of colleagues, at your institution or cross-institutionally and cross-sectorally (primary, secondary, vocational education, heritage, teaching hospitals, other public or professional bodies), to open up a new subject area not currently covered by any existing CoP.

Project Finances

How can I spend the project funding?

a. Core activities around the development of learning resources (e.g. design, development, evaluation, etc).
b. Licences for software, technical equipment, some training (we would ask you to consider what is already available for use at your institution or through the NDLR training programme)
c. Travel for collaboration meetings and dissemination activities at conferences. Spending would be expected to be conservative in this area.

While you may choose to out-source some of the more specialised design and development work, under the terms of the *Moratorium on Recruitment and Promotions in the Public Service*, funds from this call cannot be used to buy out core staff hours or cover capital purchase, refurbishment, hiring of new staff, or rental of space.

All groupings applying for NDLR funding must provide **30 % matched funding** in respect of the amount applied for. Matching funding can comprise time spent on the project calculated as a percentage (*pro rata*) of salary, institutional support, staff time, departmental and institutional resources, any additional monies to be spent on the project, overheads for up to 30% of the requested amount. Please note however that no amount of the actual awarded grant can be taken by the awardee's institution for overheads.

Project leads will be expected to produce a full report of their activities (based on their original submission) including a breakdown of project spend and match funding) on completion of the project (May 2013).

NDLR Key Performance Indicators and Metrics demonstrating Impact

Metrics for evaluation of the success of these projects include:

- *Relevance of* following thematic areas as prioritised in the National Strategy for Higher Education to 2030 (Hunt Report 2011) [LINK] :
- Number, scope and Quality of Reusable Learning Resources contributed and reused in the NDLR
- Number and strength of activity of emergent groupings/communities of academic/teaching staff
- Participation in NDLR events regarding development & usage of digital learning resources and associated teaching practices
    - Activity/participation measures to indicate level of engagement of individual universities/institutes in the communities within the NDLR and
    - Integration of NDLR usage within Universities and Institutes of Technology.
    - The project application must include metrics and evaluation
    - Each funded project would typically have a
        - Lead institution coordinates project in partnership
        - Prioritised subject areas
        - Set of explicit digital resources and/or associated teaching practices to be contributed to and reused in the NDLR an endorsement from each of the collaborating universities/institutions. These collaborations may also include professional bodies as partners (but these professional bodies would not be directly funded as part of the projects)

- To support the strategic/sectoral mission of NDLR, the calls for Learning Innovation Community Projects can ensure that subject areas and lead institutional representation can be spread over the University/Institute sector.
- NDLR identifies synergies, promoting and extending collaborations building towards Sustainable SMART CoPs (Sustainable, Manageable, Active, Relevant and Reflective, Targeted).

- **Note that all resources produced, as part of your project will have to be deposited to the repository and made available under the open creative commons licenses through the repository and portal.**
- **Note that all resources produced, as part of your project will have to be branded with the NDLR logo to acknowledge the funding source for this project.**
- **The team will be expected to present at NDLR FEST 2013, submit a video on their experiences, disseminate the outputs of the project and produce a final report based on the initial submission.**

The three stage review process

The review process for 2012 call for NDLR LInCS projects funding has been divided into three stages as follows:

Stage 1: Mandatory

Timeframe: 1st October 2012
Person(s) responsible: NDLR Manager & Core team
This is an initial review of all application received to ensure that they include the key information that is required for funding allocation.
This stage will review each application against seven mandatory criteria. Only applications that have scored YES for ALL seven criteria will progress to stage 2. The seven criteria are outline in the mandatory criteria form (see *checklist for eligibility above)*

Stage 2: Reviewers Rubric

Timeframe: 7h October 2012
Person(s) responsible: 35 - 40 Reviewers from all Irish HE Institutions and some external reviewers also
During this stage each application will be scored according to a grading rubric (http://www.ndlr.ie/services/ndlrfunding)

Reviewer's guidelines:
The score allocated for any one of the criteria must be based only on the information contained on the application form (and the 5 minute video if this has been submitted). Each application will be reviewed by a minimum of two reviewers. The final score for each application will be the average of the scores from the individual reviews.

In circumstances where score differ between reviewers by 20% or more, both reviewers are asked to reconsider the application and to recommend the score to be allocated. If the two reviewers cannot agree, then a third reviewer will be asked to review the application. The final mark will be agreed between all three reviewers.
For each of the criteria, the reviewer must allocate a score for the application. Each criteria is described by three bands :

Band 1	Band 2	Band 3
0 – 3 marks	4 - 7 marks	8 - 10 marks

Each band of each of the five criteria is defined by key characteristics. The reviewer having read the application should position the application in one of the bands and then

allocate a mark depending on how well or not the application meets the characteristics described.

The mark for each of the grading criteria should be tallied to arrive at the total score for the application. The reviewer can if they wish provide any additional comments in the comments box at the end of the rubric document.

Stage 3: Funding allocation stage

Timeframe: 10th October 2012
Person(s) responsible: Special working group made up of Oversight Committee Members or their representatives

Application process

- The highest amount you can bid for is €20,000. The lowest amount you can bid for is €3,000.
- Applications are welcome up to close of business on **28th September 2012**
- You can return your form via email to Ann Marcus Quinn (ann.marcus.quinn@ul.ie) in the first instance, but please also forward a hard copy to: Catherine Bruen, NDLR Service Coordinator, Academic Practice & eLearning. 3 – 4 Foster Place, Trinity College, Dublin 2
- You will be notified of the outcome of your application by **10th October 2012**

Key Dates

Call for Applications launched – 29th June 2012
Deadline for Applications – 28th September 2012
Reviews completed – 10th October 2012
Winners notified – 10th October 2012
Results announced – 10th October 2012
Funding allocated – 10th October 2012
Projects begin – 10th October 2012
Projects end – end May 2013
NDLR FEST – TBC May 2013
NDLR Research Symposium – September 2013

SECTION A: Context, Project team and subject area / theme

Maximum: 500 words

1. DESCRIPTION

Please refer to the *Guidelines* above, and tell us in which capacity you are applying for funding. Please include any supplementary details relevant to your application:

2. SUBJECT AREA, THEMES, CONTEXT

Please tell us which subject area(s) and / or themes your application can support:

3. TITLE

What is the title of your project?:

4. LEAD PARTNER

Who is the lead project coordinator and specify the partners?:

5. PROJECT TEAM

Who is the project collaboration team? (Specify names, contact details and affiliations)

SECTION B: Description of your learning innovation project(s)

This is a key section which should demonstrate the actual impact and implications of your project for teaching and learning. Please address the following:

1. DESCRIPTION

Please provide a summary outline of your project(s) here.

- **Key concept** of the project i.e. the central idea or issue to be addressed
- **The outputs of your project and how you will achieve them**
- Collaborative partners/target groups to be involved and rationale for their involvement
- How the resources you produce relate to the goals of your project
- Impact and benefit to student programmes
- Indicate an estimate of the numbers of resources you expect to produce
- Maximum 750 words

2. IMPACT

Identify key impact on student programmes, scholarship for subject discipline, relevance to thematic areas of Hunt Report 2011.

3. LEARNING RESOURCES

What kinds of learning resources do you anticipate will be produced for the NDLR? How many resources will be produced? What Student programmes will they be used for?
How could they be used/reused? (Maximum 500 words)

4. SYNERGIES

How will these projects lead to greater synergies between collaborative partners and with existing SMARTCoPs in the NDLR? (Maximum 500 words)

5. METRICS

What measures/metrics will you use to evaluate the success of your project, the uptake of your learning resources, and their effectiveness? (Maximum 500 words)

SECTION C: Sharing, Use, Reuse and Research

1. DISSEMINATION

Please describe any training events, workshops and/or dissemination activities to promote use that will be part of your learning innovation project(s) creation and evaluation during the project period (Please include pointers for how you would like the NDLR core team to help to support your activities. For example, workshops in using particular software, upload days, showcase events, etc.) (Maximum 300 words)

2. NETWORKING

Please describe any networking and planning events that will help to develop your links with other SMARTCoPs and projects within a national and international community (Maximum 300 words)

3. ONLINE COLLABORATION

You will be provided with guidelines in using the NDLR community portal (*Mahara – http://www.ndlr.ie)* to aid your collaboration and to establish a web presence for your project / SMARTCoP. How do you envisage using the social networking portal to disseminate information / research on your project (Maximum 200 words).

4. OTHER

Please use this section to outline any other dissemination activities you have planned. You can also use this section to identify any further supports you need from the NDLR centrally. (Maximum 250 words)

SECTION D: Overview of Costs

Please provide an approximate breakdown of costs associated with your project; indicating institutional matched funding where appropriate.

All groupings applying for NDLR funding must provide **30 % matched funding** in respect of the amount applied for. Matching funding can comprise time spent on the project calculated as a percentage (*pro rata*) of salary, institutional support, staff time, departmental and institutional resources, any additional monies to be spent on the project, overheads for up to 30% of the requested amount. Please note however that no amount of the actual awarded grant can be taken by the awardee's institution for overheads.

1. FINANCIAL BREAKDOWN & MATCH FUNDING

SECTION E: Prospective plan for the Annual NDLR Showcase

1. SHOWCASE & DISSEMINATION

Please use this section to outline how you plan to showcase your work at future NDLR showcase events. The showcase should include outputs from your SMARTCoP or wider grouping, including those from any learning innovation projects supported.

- What areas of your project(s) outlined above will you seek to demonstrate at the NDLR Showcase events and in the NDLR portal?
- What learning resources would you anticipate being able to present?
- What evaluative data will you be able to present to indicate the uptake of resources and/or their effectiveness?

SECTION F: Contact details and bank details

Please name a Lead Contact for your application. This is the person that can chair/lead the CoP or group of collaborating colleagues for this application. The funding will be allocated to the institution of the Lead Contact.

We also request that the Lead Contact be available to hear the outcome of your bid on 1st October 2012, and will be able to update the Service Coordinator once each month between June and September.

The Lead Contact is also responsible for ensuring that you produce a brief, but timely and complete, report of activities at the end of the period.

1. Lead Contact for your plan of work:

2. Institution:

3. Will this person be available to receive communications on 1st October 2012? **Yes/No**

4. Partner Institution/ Organisation:

5. Partner Institution / Organisation:

6. Partner Institution / Organisation:

Other institutions involved? Please add names as required

Telephone Number:

Email Address:

2012 Lead Contact's Institute Bank Account Details

Name of Bank _____

Name of Account _____

Sort Code _____

Account Number _____

Signed (Lead Contact) _____

Date _____

Where to send your application:

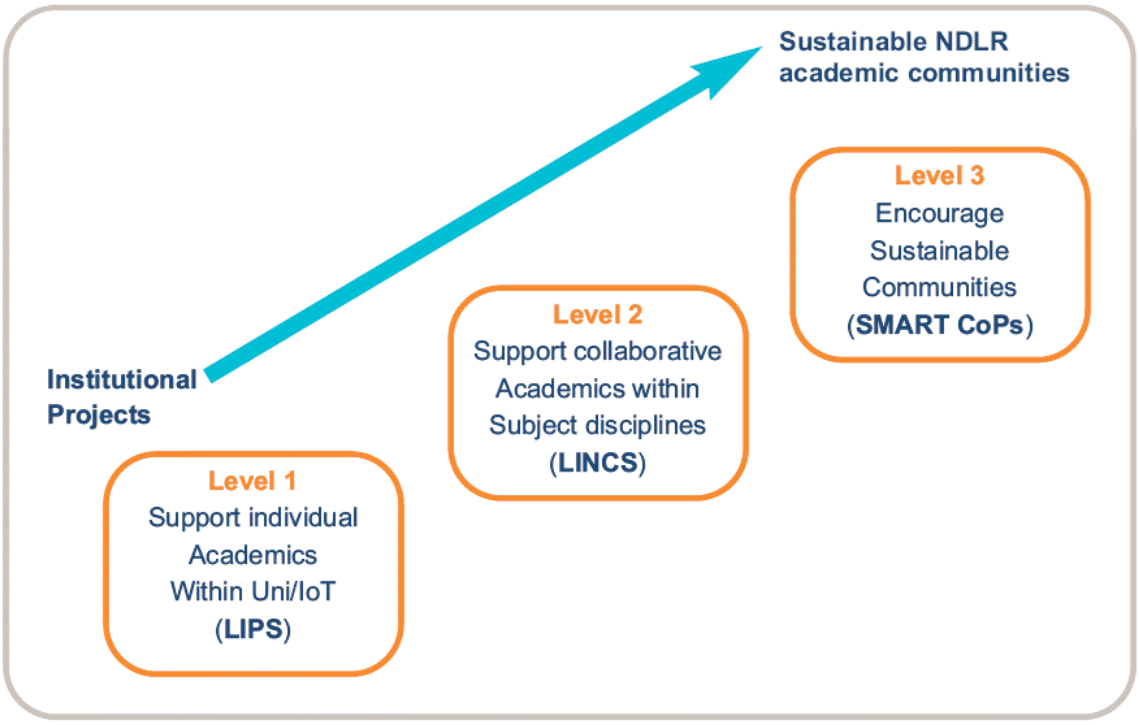
Deadline: **28th September 2012**
Outcome notification: **10th October 2012**

Please return your completed application via email in the first instance to Ann Marcus Quinn (ann.marcus.quinn@ul.ie)

Please send a hard copy to Catherine Bruen, NDLR Service Coordinator, Academic Practice & eLearning. 3 – 4 Foster Place, Trinity College, Dublin 2

All other information regarding the project funding process;
http://www.ndlr.ie/services/ndlrfunding
https://ndlrhelp.zendesk.com/home

Appendix 1: NDLR 3 Stage Evolutionary Pathway for Supporting NDLR Users



Individual Academics – Level 1
Local Innovation Projects (LIPs)

The NDLR, through the local Institutional representative, provides support and encourages the development and sharing of reusable teaching and learning resources to members of academia through the coordination of a number of local initiatives and local supports

Groupings of Academics – Level 2
Learning Innovation Community Support Projects (LINCs)

Learning Innovation Community Support Projects (LInCS) are activities (around the development and utilisation of learning resources) to encourage the emergence of academic groupings around particular subject disciplines (i.e. SMARTCoPs).

These collaborative projects are modeled on European projects, with a 'lead' institution coordinating the project in partnership with others. The NDLR service attempts to identify prioritised subject areas, as part of an annual funding call, and projects situate themselves in the internationally recognised ISCED subject listing. Successful projects are measured in terms of the numbers of learning resources delivered and the impact that these resources will have in terms of ustilisation in student programmes and re-usage for other academic staff.

LInCS offer the facility to prioritise particular types of resource, and resources in a particular subject area. Interinstitutional collaborations are called for, endorsed by each institution, with a minimum of three partners per project. Professional bodies can also be involved as partners, and the NDLR service will identify synergies, promoting and extending collaborations building towards sustainable SMARTCoPs at the top of the pathway.

SMART Communities of Practice - Level 3

Sustainable, **M**anageable, **A**ctive, **R**elevant and **R**eflective, **T**argeted (**SMART CoPs**)

SMART CoPs are cross-institutional subject discipline related communities associated with locally funded institutional learning innovation projects (LIPS) and cross-institutional collaborative projects funded (LINCs). They are nurtured and sustained from support given to individual academics and groupings at both local and national levels. SMART CoPs are focused on targeted funded RLO development through projects, and evolve from successful collaborations through LINC projects.

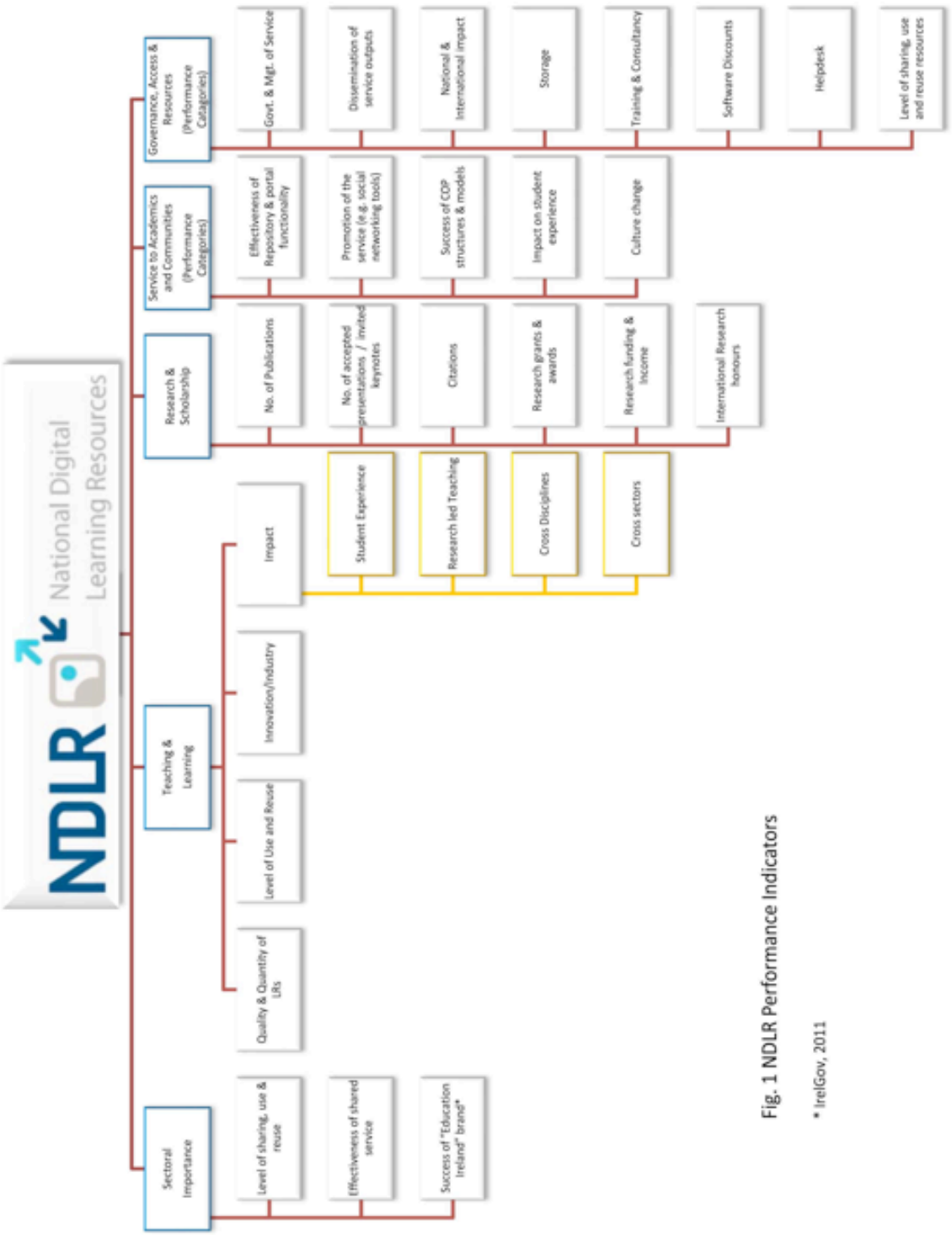


Fig. 1 NDLR Performance Indicators

* IrelGov, 2011

Appendix 2: NDLR Key Performance Indicators