Funding competition for projects on student engagement in knowledge exchange: Demonstrating what works for students

## How to complete the template

The deadline for returning completed bid templates is **1700 on Friday 13 December 2019**.

Please email completed templates to [studentke@officeforstudents.org.uk](mailto:studentke@officeforstudents.org.uk). We will confirm receipt. You should also use this inbox for any questions throughout the process, and we will respond as soon as possible.

1. Please use the template provided below – we won’t be able to accept your bid otherwise. Please respond to all questions using the text boxes. Boxes can be expanded to the required length (see paragraph 2 below). All sections and tables must be completed. Please don’t amend or otherwise alter the template layout.
2. The completed template should not exceed 12 sides of A4, not including this instructions page. Font size should be no smaller than 11-point Arial. It must be submitted as a Word document.
3. To include with the completed template, we also require:
   1. Signed letters of support from the Head of the lead higher education provider, and the Director of Finance at the lead higher education provider.
   2. Letters of support from any partner higher education providers and other organisations directly involved in the bid. These letters of support must clearly state what each partner is contributing towards the project: for example, whether cash or investment in kind, and the monetary value of the latter; any conditions on investments; and any issues of timing. The letters should not simply state generic support for the proposal. These letters should be collated into one PDF document and sent in the same email with the completed bid template. The letters are not included in the page limit for the bid template.
4. If recruitment of staff is crucial to the delivery of the project, is included in any costings provided, or both, then information on mitigating any delays in staff recruitment must be included in the sections on key milestones and risks at the end of the template.
5. The success measures (in the table on page 7) will be used by us to monitor the progress and success of the project. These measures must be suitably stretching and align with the intended outcomes of the project. Set out clear targets, and the timeframe for delivery.

### Project contact information

|  |  |
| --- | --- |
| Legal name of lead higher education provider |  |
| Project title |  |
| Project start date |  |
| Project end date |  |
| Approval from both director of finance and head of provider (for lead provider). Signed letters must be provided. | *(All bids need confirmation of these approvals in order to proceed)* |

### Contact for head of lead provider

|  |  |
| --- | --- |
| Title and full name of head of provider |  |
| Head of provider email address |  |
| Lead provider postal address |  |

### Contact person for the bid

|  |  |
| --- | --- |
| Title and full name |  |
| Position and name of provider |  |
| Phone number |  |
| Email |  |

### Project partners

|  |  |  |
| --- | --- | --- |
| Partner name (use legal name for higher education providers) | Role in project | Level of co-investment to be provided including status[[1]](#footnote-2) of investment (£) |
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### Funding and finance

**Funding is available to support revenue costs only**.

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| --- | --- |
| Total funding requested |  |
| Total lead provider investment |  |
| Total co-investment from partners |  |
| Total project cost (all funding sources) |  |

### Profile of funding required

We will pay in quarterly instalments. Please complete funding amounts needed by each quarter. The total should equal total funding requested.

|  |  |  |  |
| --- | --- | --- | --- |
| **Month** | **Amount** | **Month** | **Amount** |
| April 2020 |  | April 2021 |  |
| July 2020 |  | July 2021 |  |
| October 2020 |  | October 2021 |  |
| January 2021 |  | January 2022 |  |

### Project information

|  |  |
| --- | --- |
| Priorities to be addressed by the project  (From OfS 2019.33 paragraph 13) |  |
| Briefly describe the project and state the aims and objectives. |  |
| Provide a description of relevant knowledge exchange (KE) activities already underway, with a focus on how students are engaged in or benefited by them.  Describe how these activities could be expanded, scaled up, or innovated to demonstrate changes from your existing practice. |  |
| Set out the provider(s)’ track record in delivering knowledge exchange activity and expertise relevant to the project.  Include this information for all the higher education providers involved in the project. |  |
| Describe how the project will deliver practical outcomes for both students and external partners.  Explain how external partners will be involved, and how the project will deliver benefits for both students and external partners. |  |
| How many students do you anticipate will be supported by the project?  What types of students will be supported?  Describe how students will be engaged with and support the development, implementation, and evaluation of the project. |  |
| Describe how the key activities delivered by the project will be embedded and sustained beyond any funding period. |  |
| How will the project and its impacts on students and graduates be evaluated? |  |
| How will the proposed KE activities complement and link with strategies for other teaching and research activity, such as the Teaching Excellence and Student Outcomes Framework (TEF), HEIF, the access and participation plan, research assessment?  How do the targets and success measures to be used in this proposal interact with the outcomes and targets to be delivered across these other teaching and research activities? | |
| If one or more of the higher education partners are involved with any projects funded via UKRI, Research England, the OfS’s Challenge Competitions, or the former HEFCE’s Catalyst Fund, explain how these proposed new activities will complement and not duplicate ongoing activities and investments. | |

### Key inputs, outputs and outcomes

|  |  |  |  |
| --- | --- | --- | --- |
| Key inputs | Key outputs | Outcomes (short and medium term) | How financed and resourced |
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### Targets and success measures

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| --- | --- | --- | --- | --- | --- |
| Target | Key milestone | Key risks | Principal actions to mitigate risks | Outcome | Success measure |
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1. For example, is the co-investment fully confirmed, or available in principle at this stage? State whether cash, or in-kind? [↑](#footnote-ref-2)