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| Office ref:  |  |

Please use this form to request EEG funding and submit it to Craig.Goodere@nottingham.ac.uk

Your request will be reviewed by the EEG review group using the criteria outlined below the form. The outcome will be notified to you as soon as possible.

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| Applicant(s): |  |
| Title of project or event for which funding is requested:  |  |
| School/Department/Professional Service involved in proposal/request: |  |
| Name of EEG member(s) sponsoring request:*(the applicant(s) must have the support of an EEG member)* |  |
| Are any other units/teams/stakeholders essential to this proposal/request? |  |

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| Outline of the proposal/request (What are your overall aims; how do you hope to achieve them?) *(200 words max)* |  |
| How does your request align with EEG or unit priorities? (what contribution will the learning arising from the activity make to strategic enhancement – see below for further guidance) *(150 words max)* |  |
| List the potential outcomes of the project/event (What will change as a result; who will learn from it; who will be affected by it)*(150 words max)* |  |
| What evidence will you have to show that your project/event can make a difference? *(200 words max)* |  |
| Describe how the proposal will lead to, or link to, further activity. *(150 words max)* |  |

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| How much money are you seeking from the EEG and what for?*If you can’t be exact at this stage please give an estimate of the funding you might need. Please itemise your request.* | £ |
| Provide brief details of any ‘matched’ funding *e.g. from your School/Department/Professional Service or external funding awards. Note that matched funding is welcome but it is NOT a requirement for your request.* |  |

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| Signatures |
| I understand that if this request is approved I may be required to provide further details and that I will be responsible for ensuring appropriate evaluation and dissemination of outputs. Proposer Signature(s): Date:  |

# EEG Funding criteria

Funding is available from the ‘Maintaining TEF Gold’ budget to support EEG-sponsored activities. This can include evaluations, research commissions, invitations to external speakers and UK conference attendance (where such activities are clearly contributing to the university’s enhancement agenda). It is expected that a single funding request would be for a maximum of £2,000.

Funding is allocated on a ‘first come, first served’ basis. EEG members are encouraged to proactively identify projects in support of local and university enhancement strategies, and NSS/TEF action plans. All funding requests are reviewed by the Chair of the EEG, the Faculty EEG leads, the EEAR lead and the EDI lead. The panel will consult other EEG members as appropriate. Funding decisions will be guided by the following criteria:

1. **Funding requests should clearly demonstrate alignment** with the enhancement priorities and NSS/TEF action plans for the relevant School/Faculty/Professional Service.
2. **Proposals should draw upon or contribute to an evidence-base**. They should have potential to develop good practice in key areas of academic work, professional development and student support.
3. **Proposals should demonstrate how they hope to make a** difference beyond the host School/Faculty (or other University unit).
4. Proposals should include a clear plan for evaluation and sustainability (e.g. ongoing benefit beyond the funding period).
5. **Proposals should demonstrate clear value for money**. For example, proposals should have the potential to benefit a significant number of students and staff, and to contribute positive data /stories to TEF submissions.
6. **Proposals that seek to involve students** in meaningful ways are particularly welcome.
7. Proposals for work that involves more than one Faculty are encouraged.

# Budget guidance

**Funding may be requested for:**

* Staff costs. This could include funds to release staff time from teaching, research or administrative duties, recruiting staff to carry out administrative, technical and/or evaluation work on the project. Please note that Head of School/Department approval will be required.
* Where the recruitment of project staff applies, regulations governing the employment of temporary staff must be adhered to – see the HR website for details.
* Student costs. Please note that procedures and regulations governing the employment of students must be adhered to – contact Unitemps for details.
* The purchase of training or services (including expert inputs from external speakers).
* Materials (e.g. teaching, guidance and promotional materials).
* Travel and subsistence (only exceptionally outside the UK).
* Attendance at conferences (only exceptionally outside the UK).

**EEG and Enhancement Priorities**

The EEG, Faculties and Schools have enhancement action plans and strategies that set out their priorities and link these to Global Strategy 2020, the Teaching Excellence Framework and the NSS.

The EEG activity plan and Faculty Education and Student Experience strategies are available from: Craig.Goodere@nottingham.ac.uk. For School plans, colleagues should consult the relevant School Director of Teaching or equivalent.