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**Centre for Teaching and Learning**

**Teaching and Learning Fellowships 2022-23**

**Application Form**

1. Name(s), department(s) and email(s) of the Maynooth University staff member(s) and students requesting funding

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2. Please identify a project lead.

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| Lead project contact email address: |  |
| Lead project contact telephone number: |  |

3. Please give the title of your proposed Fellowship project.

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4. Please select the category that best describes your Fellowship.

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| Individual Fellowship |  |
| Team Departmental Fellowship |  |
| Team Inter-Departmental Fellowship |  |
| Team Cross Functional Fellowship – academic and professional services departments |  |

5. Please note if you will work with students-as-partners throughout your Fellowship, including at this application stage.

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| Yes |  |
| No |  |

6. Please note if you are **applying specifically for an assessment and feedback** Fellowship.

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| Yes |  |
| No |  |

7. Please tick which timeframe you would like to work towards.

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| 12 months: June 2022 – June 2023 |  |
| 18 months: June 2022 – December 2023 |  |

8. Please write a brief description of your proposed Fellowship project, showing how it addresses the theme and areas of the Fellowship call, how it aligns with University/department plans/strategies and outlining the aims and deliverables of the project *(maximum 300 words).*

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9. Please outline the research (e.g. educational research, action research, Scholarship of Teaching and Learning - SoTL) and/or practice that informs your proposal *(maximum 200 words).*

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10. Please describe how the project will contribute to student success and/or the student experience, and the development of the University Teaching and Learning community? (*maximum 200 words).*

11. Please comment on the sustainability and potential mainstreaming of the project within or beyond the department/institution, or the development of the project beyond the Fellowship (*maximum 200 words).*

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12. Please include a brief plan for the project which records the project elements as tasks with achievable deadlines.

13. Please give a breakdown of project costs.

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## Project Application Sign-Off

I/We understand that I/we will need to:

* complete the project within the agreed timeframe
* produce a Fellowship report on this project for CTL, which will be included on the Maynooth University CTL website
* manage and record all project expenditure appropriately, and in line with University financial guidelines, in readiness for any future auditing process; provide an actual expenditure summary, with all budget spent or committed, by the project end date
* disseminate the project outcomes as appropriate including through the provision of a seminar for colleagues
* engage with the Fellowship support processes.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**(individual or all members of the team)**

I endorse this application and confirm that the proposed project has the support of my Department/Centre.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Head of Department**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Head of Department**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Head of Department**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Head of Department**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Add additional if required.**

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| For Office use Only |
| Application No.: | ApprovedYes/No |