



## Application Form

**Please note** – this application form is for application preparation only. **All applications must be submitted using the online application form.**

There are word counts associated with some of the sections of this form. Reviewers will only read to the word counts, not beyond them.

1. Name (project lead)
2. Email address (project lead)
3. Department (project lead)
4. Faculty (project lead)
5. Please list the names and the departments of project team members including students.
6. Please give the title of your proposed SPARK project.
7. Please write a brief description of your proposed SPARK project including the aims and intended outcomes (maximum 200 words).
8. 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). Note - you may add a list of references which will not be included in the word count.
9. Please include a **brief** plan for the project which records the project elements as tasks with achievable deadlines.
10. Please include details of how you will evaluate the effectiveness of your project particularly regarding its impact on student learning (100 words).
11. All successful SPARK project applications are awarded €1000. Please give a breakdown of how you will use this funding.

## 12. Project Application Sign-Off

I understand that I am required:

- where necessary, to seek approval from the University Ethics Committee for the project research
- to complete the project within the agreed timeframe

- to produce a written/video recorded case study about the project design, implementation and evaluation which will be shared on the Maynooth University CTL website
- to 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.

Typing your name indicates that you understand, and agree to meet, these conditions.

### **13. Support of Head of Department**

- I confirm that I have discussed my application with, and have the support of, my Head of Department.
- I confirm that all project team members have discussed this application with their Head of Department and have the Head of Department's support.

Typing your name indicates that this application has been endorsed by the relevant Head(s) of Department.