**ICEF Teaching and Learning Development Fund (2022/23 academic year): application form**

Date:

Project title:

Project leader (responsible for accounting for use of project funds, and for reporting on outcomes):

Other staff involved in the project:

Brief outline of the proposed initiative:

Project deliverables/outcome/impact (materials produced, students reached, likely impact on teaching of the course, within ICEF):

What is the anticipated time scale for the project?

Estimated start date:

Estimated implementation/completion date:

What aspects of the project (if any) will continue after the project funding period?

Issues the project will address which could be of more general interest to ICEF:

Funding - please indicate funds required.

Signed (Project Leader) Date

**ICEF Teaching and Learning Development Fund: project report**

Project title:

Project leader:

When was the project actually implemented?

1. **Funds used:** Please give a brief outline of funds spent (how much, on what)
2. **Impact on students (numbers):** How many ICEF students benefitted from the project? (If appropriate, indicate range of students, and whether this was exclusively students from your own course or from other courses.)
3. **Impact on students (learning/student experience/outcomes):** How did you evaluate the project? Which elements were most/least successful in terms of improving some aspect of the student experience? Would you want to repeat/continue with this development?
4. **Sustainability:** Will this project have some impact or continuity beyond the project funding period?
5. **Transferability:** Is this project easily transferable to other courses across ICEF?
6. **Supporting materials**: Please send any materials (photographs, flyers, etc) that illustrate events or outcomes of the project – these are particularly useful for promoting the Fund.

**Note:** ICEFwill use the information from these reports for the following

* development of a database of interesting teaching/learning/assessment practices
* special events to share best practices
* possibly, as a section in the ICEF teaching and learning report where we feel these are of potential interest to others
* consideration as potential contributions to teaching development activities (eg Induction seminars for new ICEF teachers, workshops and master classes on aspects of teaching and learning).