**Higher Education Academy UK Travel Fund**

**Call for applications 2011-12**

**Background information**

This new UK-wide initiative for 2011-12 builds upon similar recent HEA schemes in Scotland, Wales and Northern Ireland. The purpose of this fund is to help staff and students engage in activities (e.g. events, and meetings). The HEA is committed to sustainability and increased efficiency in the delivery of its services and has started to run some “virtual” events e.g. through the use of Elluminate, however, the technological infrastructure is still in its infancy and feedback from the sector suggests that face to face contact is still the preferred mode of engagement.

**Guidance for potential applicants**

The HEA’s new travel fund will help enable staff and students in UK higher education to exchange and disseminate good practice in learning, teaching and assessment and engage with their peers.

1. It is only open to academic/academic related staff and students from HE providers subscribing to the HEA.
2. Applicants may be individuals or teams.
3. Applicants must complete a written application form providing a case for funding and must provide formal approval from their institution. The following selection criteria will be used:
	1. the activity must be related to at least one of the HEA’s current seven priority themes: *assessment, education for sustainable development, employability, internationalisation, flexible learning, retention and success, reward and recognition of teaching;*
	2. likely impact of the activity in the sector e.g. including nature of the engagement proposed by the applicant, scope and purpose of the event;
	3. extent of the professional development/ capacity building opportunities for the applicant(s) etc;
	4. value for money should be demonstrated and applications with matched funding are encouraged.
4. Successful applicants must provide a short account of how they used the funds and the impact that the event had in terms of helping to facilitate change within their department or institution within three months of the event/ meeting.
5. Applications can be submitted at any time throughout the financial year (1 August 2011- 31 July 2012).
6. An overview report will be published each year which outlines how the funding has been used (demographic analysis) and its impact. This further extends the already extensive database of evidence-informed case studies for the sector.
7. This funding is provided for travel within the UK and not for International travel. If you wish to apply for funding to support international travel you must reflect within the application form how this work will impact on UK higher education.
8. Please note that there is no appeals process for the UK Travel Grants. Proposals may not be resubmitted if they have been confirmed as unsuccessful by the HEA. However individuals/teams are still eligible to submit an alternative proposal.
9. Please avoid using acronyms in your application; this is to help prevent misinterpretation.

**How to apply**

Colleagues are invited to submit an application using the proforma provided below. Please note that successful recipients of the bursaries will be asked to provide a short account of how they used the funds and the impact that the event had in terms of helping to facilitate change within their department or institution. The bursary will be awarded on receipt of this account, which must be completed within three months of attending the relevant event. Eligibility for funding will expire after three months have elapsed. Accounts will be published on the HEA's website or in a newsletter.

The following limits in funding will apply for each application:

* 1. £300 for individuals
	2. £500 for teams

Bids must meet the necessary criteria (see section 4 of the accompanying proforma) and the HEA will support a range of institutions and discipline communities through this initiative. The HEA therefore reserves the right to ensure an even distribution of funds.

**Please note that all applications must be approved by your Head of Department (or equivalent).**Applications are reviewed by the HEA and decisions are made within one month of the date received.

**Further information**

For further information and any questions related to the above, please email uktravelfund@heacademy.ac.uk. **2011-12 Higher Education Academy UK Travel Fund**

**application form**

1. **Proposer’s details**

|  |  |  |
| --- | --- | --- |
| **1.1** | **Name:** |  |
| **1.2** | **Job title:** |  |
| **1.3** | **Department / School:** |  |
| **1.4** | **Institution:** |  |
| **1.5** | **Address:** |  |
| **1.6** | **Email address:** |  |
| **1.7** | **Telephone number:** |  |

1. **The proposal**

|  |  |  |
| --- | --- | --- |
| **2.1** | **Title of the Event / meeting for which funding is being sought:** |  |
| **2.2** | **Date of the Event/meeting:** |  |
| **2.3** | **Event organiser:** |  |
| **2.4** | **Brief description of why you are applying for this funding which focuses on the criteria outlined in the guidance for potential applicants (50-100 words):** |
|  |
| **2.5** | **How much funding is required *(maximum £300 for individuals and £500 for teams)*** | **£** |
| **2.6** | **Please give a breakdown of how the funds requested will be used e.g. travel and subsistence, conference fees. Please indicate the amount of any matched or alternative funding here.** |
|  |

|  |  |
| --- | --- |
| **2.7** | **Please reflect your discipline area by ticking the relevant box.**The disciplines below have been organised so that they reflect the new structure at the HEA please use the other box for any discipline not listed. |
| **Arts & Humanities** |
| Art & Design |  | English |  |
| History |  | Languages |  |
| Media Communications |  | Music, Dance & Drama |  |
| Philosophical & Religious Studies |  |  |  |
| **Social Sciences** |
| Business & Management |  | Economics |  |
| Education |  | Finance & Accounting |  |
| Hospitality, Sport, Leisure & Tourism |  | Law |  |
| Marketing |  | Politics |  |
| Social Work & Social Policy |  | Sociology |  |
| **STEM** |
| Biological Sciences |  | Built Environment |  |
| Computer Sciences |  | Engineering |  |
| Geography, Earth & Environmental Sciences |  | Mathematics, Statistics & OR |  |
| Physical Sciences |  | Psychology |  |
| **Health Sciences** |
| Health related studies |  | Medicine & Dentistry |  |
| Nursing |  | Veterinary Medicine |  |
| **General** |
| Staff development  |  | L&T development |  |
| **Other please state :** |

|  |  |
| --- | --- |
| **2.8** | **Please reflect your thematic and general area of interest by ticking the relevant box.** |
| **Thematic Areas** |
| Assessment &feedback |  | Education for sustainable development |  |
| Employability |  | Flexible learning |  |
| Internationalisation  |  | Retention and success |  |
| Reward and recognition |  |  |
| **Other please state :** |

1. **Institutional approval and submission**

|  |  |
| --- | --- |
| **3.1** | **Institutional approval and submission**A necessary condition of funding is that this proposal **must** be approved by your **Head of Department (or equivalent).** This can be achieved by asking t**hem** to submit your proposal (attached electronically) to uktravelfund@heacademy.ac.uk confirming approval. |

1. **Notes for applicants**

|  |  |
| --- | --- |
| **4.1** | Proposers must work or study, on either a full time or part-time basis, in HEA-subscribing institution. |
| **4.2** | Further selection criteria:1. practice must be related to at least one of the HEA’s current seven priority themes;
2. likely impact of the activity in the sector e.g. including nature of the engagement proposed by the applicant, scope and purpose of the event;
3. extent of the professional development/ capacity building opportunities for the applicant(s) etc;
4. the proposal should highlight value for money, including any matched or alternative funding.
 |
| **4.3** | It is not possible to apply for retrospective funding. |
| **4.4** | Funds will only be released on receipt of a completed short account of the event attended. |
| **4.5** | Accounts will be published on the HEA’s website or in a newsletter. |
| **4.6** | Final decisions on proposals to be funded will be made by the HEA. |
| **4.7** | This initiative is intended to support all subscribing institutions and their staff/students. As such, the HEA reserves the right to ensure an even distribution of funds. |
| **4.8** | The information you have provided will be stored in an electronic format by the Higher Education Academy. |
| **4.9** | Your name, job title and department will be shared with your institution for reporting purposes and if successful these details used by the Academy for marketing and promotional purposes. |