# Principal’s Teaching Award Scheme (PTAS) Proposal Form Small Grants

 

## Advice before starting this form:

* Read through the entire form and follow the proposal guidance provided on the PTAS website.
* Complete all sections and questions outlined in this form, including the equity impact statements. Incomplete forms will be returned to the applicants and not considered for this funding round
* Replace guidance text (*in italics*) with your own text.
* Follow the page and/or word limit. Proposals with sections over the page or word limit will be returned to the applicants and not considered for this funding round.
* Ensure all members of your team are eligible for the award before completing the application
* This form is for small grants, and another form is available for regular grants
* When you have completed the form, please email one signed PDF copy of your entire proposal to: [iad.ptas@ed.ac.uk](mailto:iad.ptas@ed.ac.uk)

# Project team members

## Principal applicant:

Full name and title: *your text goes here*

School:

Email:

## Co-applicants:

Full name and title:

School:

Email:

Full name and title

School:

Email:

Full name and title:

School:

Email:

*Please add further team members if needed.*

## Eligibility of Principal and team:

By submitting this proposal, you agree to the following statements.

* As Principal Applicant of this grant, I am employed at the University of Edinburgh from the proposed start date to end date described in this application form.
* As Principal Applicant, I can confirm that my team members and I are not currently named as the Principal Applicant of an existing and ongoing PTAS project

# Project Summary

## Project title:

*Your text goes here*

## Start date: End date:

*Date Date*

## Project summary:

*Your text goes here (150-200 words). Writing clearly and concisely in paragraph format, include the project aims, a description of the stakeholders or participants involved, a brief description of the methodology or evaluation, and the anticipated project outcomes. Note that summaries will be posted on the IAD PTAS website for successful applicants.*

## Funding requested:

*Please write here the exact grant amount requested in your budget. Details of the budget should be included later in the proposal document.*

**£**

# Proposal

*Proposal section must not exceed 3 pages with* main textassingle-spaced, Arial, sized 11, regular (non-italics)*. All sub-sections must be completed.*

## Project title:

*Your text goes here*

## Project aims:

*Your text goes here. What are your overall aims with this project? What are your research questions (if relevant)?*

## Background:

*Your text goes here. Describe the rationale, relevant information and background that informs your project design and implementation. What bodies of knowledge or practices can you draw upon as foundations for your project? Research proposals should include theoretical or conceptual influences. Citations should be included in-text, but a reference list is provided later in the application document (and not included in the proposal page limit).*

## Evaluation or Methodology:

*Your text goes here. Research projects should include key details like the methodology, data types, sampling, recruitment, gaining informed consent and any other ethics processes, and analysis proposed. Innovation projects should include an evaluation strategy, to gain feedback on the outcomes of implementing the innovation. All projects should describe the estimated number of students and/or staff participating in the project.*

## Project plan:

*Complete a table showing all of the key project activities. Some examples are included below. Add more rows as needed.*

|  |  |  |
| --- | --- | --- |
| **Date-date** | **Activity** | **Description of activity** |
| *July-Aug 2023* | *Recruit RA* | *Advertise and recruit a research assistant.* |
| *July-Sept 2023* | *Ethics* | *Develop a human ethics application with PTAS team. Get approved before end of September* |
| … |  |  |
| *Dec 2024* | *Communicate* | *Build findings document, including PowerPoint presentation, to be shared within our department and to others in the School where our project findings are relevant* |

## Project outcomes & impact:

*Your text goes here. What specific outcomes do you anticipate when you have completed the project? What kind of impact will these outcomes have on the University of Edinburgh students and the wider learning and teaching community?*

## Sharing your project:

*Your text goes here. How do you plan to communicate and share your project findings within your School/Service and beyond? Be sure to list the specific outputs you will be creating or delivering in the project.*

# References

*References alphabetically listed here (no word limit) with citations in-text. References and citations in APA format (preferred).*

# Budget

*Budget section should not exceed 1 page. It is a requirement that applicants review the guidance document for a detailed list of suggestions and considerations when completing your budget.*

## Financial years:

*Your text goes here. Given your start and end-date proposed, will your project occur over more than one financial year? Please list the financial years in which you will undergo your project: e.g., year 1: Aug 2023 to July 2024; year 2: July 2024 to Dec 2024*

## Budget items:

|  |  |  |
| --- | --- | --- |
| **Item** | **Description** | **Cost** |
| *e.g., Personnel* | *Research assistant for XX total hrs*  *This is based on working X days a week from June-August (approx. XX hours). Grade XX (spinal point XX). £XX p/h \* XX hours (+ 30% employment costs XX) = £XX* | *£XXXX.XX* |
| *Transcription costs* |  |  |
| *Conference fees* |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Total cost:

**£**

## Budget justification:

*Your text goes here. Briefly justify the use of the funds proposed and explain why they are needed to accomplish your aims.*

# Project Team Expertise

*Project team expertise should not exceed 1 page. Briefly provide background on the PTAS project team (including all applicants written by the applicants themselves). Describe the necessary knowledge, skill, and enthusiasm to carry out the proposed project.*

# Equality Impact Statement

The Equality Act 2010 and the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 are anti-discrimination laws relevant to the University and our work in equality, diversity, and inclusion (EDI). EDI is of strategic importance to the University of Edinburgh and should be embedded in all of our activities. As a result of the above legislation, the University has a statutory duty to assess the equality impact of all of its policies, practices and procedures, including the development of new projects and initiatives. Further information about Equality Impact Assessments (EqIA) can be found here: <https://www.ed.ac.uk/equality-diversity/about/reports/impact-assessment>

Your equality impact statement should not exceed 2 pages. Below each subheading (e.g., Project team, Participation and involvement, etc.) use the questions and prompts provided to build your EqI statement.

## Project Team:

*Your text goes here. Please comment on the make-up of the project team. You may want to consider the following questions: a) How diverse is your team? b) What difference might incorporating diverse perspectives and lived experiences make to your research design and approach?*

## Participation and involvement:

*Your text goes here. Please comment on people participating in your project. You may want to consider the following questions: a) What issues might affect how under-represented groups feel about participation or involvement in your project?, b) How will you navigate these issues? c) How can ensure that all aspects of your research and project are fully accessible to all?*

## Methods or Evaluation:

*Your text goes here. Please comment on the research methods or evaluation used in the project. You may want to consider the following questions: a) How equitable and inclusive is your data collection, data analysis, or evaluation strategy?, b) Do your methods address participants’ protected characteristics, circumstances and needs? [please specifically refer to the following protected characteristics: Age, Disability, Race (including ethnicity and nationality), Religion or belief, Sex, Pregnancy and maternity, Sexual orientation, Gender reassignment], c) What additional steps will you take to be inclusive of ‘seldom heard’ or marginalised groups? d) If appropriate, how will you gather, analyse and report equality, diversity and inclusion characteristics?*

## Sharing your findings:

*Your text goes here. Please comment on the communication plan for the project. How will you ensure that your findings will be shared and communicated via accessible and inclusive formats? Will broad groups of people be able to attend or access your findings?*

***Important Information***

* *For further information on the application of the Equality acts to higher education please see* [*https://www.equalityhumanrights.com/en/publication-download/what-equality-law-means-you-education-provider-%E2%80%93-further-and-higher-education*](https://www.equalityhumanrights.com/en/publication-download/what-equality-law-means-you-education-provider-%E2%80%93-further-and-higher-education) *; Annex B*
* *For the University’s EDI strategy, outcomes, policies, and other information please see* [*https://www.ed.ac.uk/equality-diversity/about*](https://www.ed.ac.uk/equality-diversity/about)
* *For help on language when describing people from some protected groups, please see* [*https://www.ed.ac.uk/editorial-style/language-tone/inclusive-language*](https://www.ed.ac.uk/editorial-style/language-tone/inclusive-language) *or* [*https://service-manual.nhs.uk/content/inclusive-content/sex-gender-and-sexuality*](https://service-manual.nhs.uk/content/inclusive-content/sex-gender-and-sexuality)
* *All PTAS projects should ensure that educational materials used in the project or as an outcome of the project are accessible to all users as per the University guidelines at* [*https://www.ed.ac.uk/information-services/help-consultancy/accessibility/creating-materials*](https://www.ed.ac.uk/information-services/help-consultancy/accessibility/creating-materials)

# Confirmation of consultations

**Please tick the boxes to confirm that required consultations have taken place, and ensure the Principal Applicant signs underneath.**

I confirm that all named Co-applicants have seen the final version of this proposal and are willing to be named as Co-applicants

Please tick to confirm o

I confirm that I, the Principal Applicant, have consulted with all named support services or individuals named in this proposal as offering support and that those individuals have agreed to offer the support outlined in the proposal

Please tick to confirm o

I confirm that I, the Principal Applicant, have consulted with my local School finance and HR professionals gaining advice and recommendations on how to recruit staff (if appropriate) and manage PTAS project budgets and funds successfully

Please tick to confirm o

I confirm that the Head of School or Head of Service for the Principal Applicant has seen a final version of this proposal and supports the proposal

Please tick to confirm o

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Name of Principal Applicant Signature Date

**Please email one signed PDF copy of your entire proposal to** [iad.ptas@ed.ac.uk](mailto:iad.ptas@ed.ac.uk)