

## Appendix A: Application Form

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### Overview

This document provides an overview of the application process and form to be completed by staff who wish to undertake research or scholarly activity. Whilst the language of the form may appear formal, we actively encourage a discussion with staff about their ideas for research in advance of making an application. Similarly, members of staff who would like to support with mentoring colleagues to develop a community of support can discuss this with any of the following colleagues;

- Teaching and Learning Manager
- Learning and Development Manager
- Head of Department/line manager
- Assistant Principal for Further & Higher Education

### Examples of Scholarly Activity

The following list is not exhaustive and is designed to support the appraisal process and recording of scholarly activities in an appraisal document.

- Being an External Examiner
- Attendance and reflection on relevant conferences
- Publishing in peer reviewed journals, chapters in books and authored/edited books
- International or work based projects
- Action research projects
- Sharing good practice at internal and external CPD events
- Writing a published article
- Presentation of MA research at a regional conference
- Professional body accreditation process
- Authoring a blog
- Evaluating the use of technology to support and enhance the student experience
- Setting up employer development projects
- Curriculum/programme development, review or approval

### Types of activity that may be directly supported by CoBC

- Internal research and scholarship opportunities (annual Research & Scholarship Awards)
- Action research which may or may not involve students
- Student-led research involving a member(s) of staff
- Applying for external research opportunities and bids



- Engagement in research and scholarly activities with partner universities
- International research and scholarship opportunities (e.g. ERASMUS)
- Academic subject-specific research
- Pedagogical research
- Programme development (where writing or re-writing a HE degree programme)

**Application submission:**

A member of staff wishing to make an application should discuss this in their appraisal discussion with their line manager and clearly list the activity on their appraisal document. A proposal may be submitted by an individual or by a group of individuals.

Please submit an electronic copy of the form below via email to Friday 22<sup>nd</sup> October 2021 and include your name in the file extensions.

Please submit all the documents together and ensure that you a letter/email of commitment and support from your line manager (this letter will indicate that your line manager supports your proposal).

You will be notified of the outcome of your application following a meeting of the Research, Scholarship and Ethics Committee. You may be invited to present your ideas to the Committee. Please note that dissemination of your project internally and ideally externally will be a condition of your Award. Please allow for dissemination costs as part of your budget. Projects will be funded at a rate of £20 per hour.

**Ethical Clearance** - Please refer to the Ethics Policy and procedure and associated documents available on the University Centre section of the website, for guidance on the likelihood of you needing ethical clearance for a research project. Should this be necessary, an ethical clearance form will need to be completed and approved by the Research,



- Does the proposal present a clear timeline that indicates when different activities will take place ( )



**Contact Details**

Name of Applicant:	
Role / Job Title:	
Courses associated with (if applicable):	
Name of Line Manager:	

**Please provide the working title of the proposed project/activity**

**Please provide a 200 word summary of your proposed project/activity:**

**Please outline *what* you intend to investigate in this project/activity:**

**Please outline *why* you intend to investigate in this project/activity:**



**Please outline *how* you intend to investigate in this project/activity:**

**Please outline what outcomes (e.g. the impact of your research) and outputs (e.g. innovations in learning & teaching, publications etc.) you expect from your project/activity. Please ensure these clearly identify how your activity will benefit teaching and learning at University Centre City of Bristol College or beyond and how your findings will be disseminated:**

**Please present a timeline that indicates when different activities will take place during the project [monthly timeline for longer projects and weekly timeline for shorter projects]:**



**Link to Masters Programmes**

Is it your intention to link this project to work required for part of a Masters/Doctorate qualification? YES / NO

If yes, please explain your intention:

**Application for External Funding**

Please identify any other sources of funding you have applied for to support this activity:

<b>Applied to:</b>	<b>Sum applied for:</b>	<b>Outcome of bid:</b>
<b>Intend applying to:</b>	<b>Sum to be applied for:</b>	<b>Deadline date of call:</b>

**Budget:**

Please enter staffing hours that will be undertaken as part of the project, including dissemination. Costs need to be provided for travel and subsistence (if applicable). The College reserves the right to cap the number of hours and applications.

	<b>Release of time involved? Yes/No</b>	<b>Actions/activities to be undertaken</b>	<b>Total Hrs for Activity [for each named person]</b>	<b>Expenditure calculations [For Committee use only]</b>
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Staffing [clearly state the name and the