**Student-Staff Partnership Project Grants**

**Application Form**

Please complete this form and return to the Student Experience team at [experience@sgul.ac.uk](mailto:experience@sgul.ac.uk) by **29 May 2022**.

**IMPORTANT**

• Please refer to the accompanying guidance notes when completing this application form.

• Please complete all sections of the form.

• All funds granted must be spent by 31 July 2023.

|  |  |  |
| --- | --- | --- |
| **About the project team** | | |
| **Project leads** | | |
| **Staff lead** | Name |  |
|  | Email |  |
| Department |  |
| **Student lead** Pleasecontact the Student Experience team at [experience@sgul.ac.uk](mailto:experience@sgul.ac.uk) if encountering difficulties in identifying student leads | Name |  |
|  | Email |  |
| ID |  |
| Programme |  |
| Year |  |
| **Project team** | | |
| Staff  For each, list name, Department, email |  | |
| Students  For each, list name, email, Programme, Year |  | |

|  |  |
| --- | --- |
| **About the project** | |
| **Project title** | |
|  | |
| **Summary (max 200w)**  *This should address a* ***general audience*** *and describe concisely why this project is important, what the project aims to achieve and the steps it will involve, what its tangible outputs and legacy will be.* | |
|  | |
| **Project description (max. 750w)**  *Outline what the project is about – the main problem you’ve identified, the context and evidence you drew on in identifying the problem, your steps/objectives to address the problem, who will benefit from solving this problem, what each member of the collaborative student-staff partnership will be responsible for, what outputs you expect to produce, how the project aligns with the Strategic Plan for Education and Students.* | |
|  | |
| **Project design (max. 500w)**  *Describe how you plan to address the problem you’ve identified: the methods, activities, and project participants you will engage with to address the problem, any obstacles you anticipate encountering in carrying out these steps.* | |
|  | |
| **Timeline and milestones (max. 500w)**  *Provide a summary of the project plan, including a clear timeline for completion of each project step and indicate the key milestones in your project timeline.* | |
|  | |
| **Ethical considerations and data management (max. 500w)**  *If the project is awarded, the team will need to consider and address ethical implications and may need to undergo an ethical review process.* | |
| Indicate whether you have read and understood the information about St George’s Ethical Review Process available here <https://www.sgul.ac.uk/research/research-ethics/ethical-review-process>  Yes  No  ***For any questions about ethical implications or ethical review process, you can contact*** [***sgulREC@sgul.ac.uk***](mailto:sgulREC@sgul.ac.uk) | |
| What ethical implications do you anticipate your project to involve? Consider aspects such as potential negative physical or psychological impact on project participants, data collection, management and storage, etc. For questions about potential ethical implications, please contact [sgulREC@sgul.ac.uk](mailto:sgulREC@sgul.ac.uk). | |
|  | |
| If your project involves collecting data, please describe what sort of data you will collect, how you will collect it, handle it (anonymisation etc) store it and dispose of it (what data, after what length of time)? | |
|  | |
| **Evaluation (max. 500w)**  *Describe*  *1. what you expect to achieve by the end of your project. What will the tangible outputs be?*  *2. how you will know that your project has been successful. How will you evaluate the impact of your project?* | |
|  | |
| **Legacy (max. 500w)**  *Describe how you plan for your project to leave a legacy among the St George’s community? (findings dissemination, resource creation, etc.)* | |
|  | |
| **Project sustainability (max. 500w)**  *Consider*  *1. the relevant aspects that will impact the sustainability of the project*  *2. how you will address these aspects to ensure the initiative can be maintained/developed beyond the period of the project itself.*  *For example, if the project creates Canvas resources, how will the team ensure these will be maintained, updated as required? If an online course is produced, who will own and maintain it after the SSPG project ends?*  *If you have questions about this section, get in touch with the Student Experience Officer, at aapostu@sgul.ac.uk* | |
|  | |
| **Budget**  *Ensure that your* ***budget is itemised*** *and justification is provided.* | |
| Total budget | £ |
| Itemised budget | £ |
| For each item listed above, provide a justification for why it is needed and the sum requested. Items for which justification is not provided may not be funded. All funds must be spent by 31 July 2023. | |
|  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Declaration**  *To be completed by staff and student project leads* | | | |
| Please read through your form and check that it meets the criteria contained in the guidelines, then sign and date below.  **I have read and understood the *Student Staff Partnership Project Grant* guidelines and declare that, to the best of my knowledge, the information I have supplied is correct. If successful, I will honor the conditions of the Award as stated in the guidelines.** | | | |
| Student lead name |  | Staff lead name |  |
| Signature |  | Signature |  |
| Date |  | Date |  |