**Student-Staff Partnership Project Grants**

**Application Form**

Please complete this form and return to the Student Experience team at experience@sgul.ac.uk by **16 June 2023**.

**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 2024.

• The Project must conclude by 31 August 2024.

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| **About the project team** |
| **Project leads** |
| **Staff lead** | Name |  |
|  | Email |  |
| Department |  |
| **Student lead**Pleasecontact the Student Experience team at 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 |  |
| StudentsFor each, list name, email, Programme, Year |  |

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| **About the project** |
| **Project title** |
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| **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 outputs and legacy will be.* |
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| **Project description (max. 750w)** |
| Please ensure your description includes the following:[ ] What your project is about and aims to address[ ] The evidence for the problem/area for work you’ve identified[ ] What steps you will be taking in carrying out your project [ ] What your intended outputs are [ ] Who will benefit from solving this problem/undertaking the work[ ] What success will look like for your project |
| **Methodology, Timeline and Milestones (max. 1000w)** |
| Please ensure your methodology includes the following:[ ] What each member of the Student-Staff Partnership Grant Project Team will be responsible for [ ] A description of your proposed activities [ ] A timeline for when activities will be carried out [ ] Key milestones in your project timeline (how it will be achieved within the timeline 31 July 2023-31 August 2024)[ ] Any obstacles you anticipate in carrying out steps  |
| **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*** |
| 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.  |
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| 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)? |
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| **How does your Project Link with the St George’s Vision 2030 Strategic Plan?***Strategic Plan available here:* [Vision and Strategy 2030 (sgul.ac.uk)](https://www.sgul.ac.uk/about/vision-mission-and-strategy-docs/Vision-and-Strategy-2030.pdf) |
| Please list how your project will link with the Vision 2030 Strategic Plan, by selecting which part(s) it corresponds to and describing how it links – for example:E2.3 Championing effective two-way communication, responsiveness to student feedback and active collaboration between students and staff.*‘Our project will look to develop a system where we review how we close the loop in responding to students in how their feedback has been acted on.’*  |
| **Legacy of Project (max. 500w)***Describe how you plan for your project to leave a legacy among the St George’s community?*  |
| Please include:[ ] How you will disseminate your findings[ ] Resources that will be created [ ] How these will be embedded after the SSPG ends [ ] If applicable, how you will look to use your findings across other Programmes and Groups[ ] How you could take the project beyond St George’s |
| **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 2024. |
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| **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 |  |

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| **Presentation of Project to Panel***To be completed by staff and student project leads* |
| **Projects may be invited to give a presentation on their Project and proposed Budget to the SSPG Panel.** **Presentations are due to be in the week commencing 19th June 2023, tentatively 21st June 2023.****Please tick if you are happy to be invited to attend and present your project:****Yes** [ ] **No** [ ]  |