

2022-23 Student-Staff Partnership Grants

Application guidance notes

Contents

Grant criteria	2
Grant conditions	3
Application process	3
Who can apply?	3
How to initiate or join a project?	3
How to apply for the academic year 2022-23	4
Application timeline	4
Stage 1:	4
Stage 2:	4
Application requirements and guidance	5
Ethical considerations and the ethical review process	5
Intellectual Property (IP) and Revenue	6
Project leads	6
Student payments	6
Conference funding	7

Grant criteria

Projects must:

- align with the mission and values of St George's, University of London, and with its [strategic plan for education and students](#)
- aim to enrich and enhance students' university experience
- aim to benefit the majority of students, to be inclusive and open to the diversity of St George's community
- be designed by, and directly involve joint working with, both students and staff
- have a clearly articulated design and plan appropriate to the aims and scope of the project
- include project evaluation
- have a defined project output and planned legacy
- include consideration of and plans for ensuring that project outputs are sustainable
- be good value for money
- be shared and disseminated across the St George's community* and outside the University **

*after being awarded, the team leads will be contacted to arrange a suitable date for presenting work in progress or project findings at the [Education Ideas Hub](#)

** teams are encouraged to consider and plan for disseminating their SSPG projects at external events, such as conferences, workshops etc, and include relevant expenses in their budgets; for more info on support offered for presenting at external events, see [Conference funding](#) below.

Projects should not:

- involve estate or facilities improvement (e.g. refurbishment)
- relate to Students' Union (SU) society-specific funding (unless it makes a compelling case for student-staff partnership)

Projects aligning with the following areas relevant to St George's community would be particularly welcome for the 2022-23 grants:

- Community and belonging among students and staff
- Student Voice and student-staff communication (including communication of actions in response to student feedback - closing the loop)
- Health, welfare, wellbeing
- Assessment and feedback, organisation and management, and academic support
- Equality, diversity, and inclusivity
- Learning environment
- Postgraduate experience

Grants of up to £1200 will be awarded; if you consider your project will extend beyond this amount, please contact the Student Experience Officer at experience@sgul.ac.uk.

Grant conditions

- The project may require ethical review ([see *Ethical considerations and the ethical review process*](#) below for further detail).
- A **progress report** and a **final evaluation report** will be required by the Panel, highlighting the impact, legacy, and sustainability of the work, and the ways it benefitted from student-staff collaboration.
- The project team and project information/outputs may feature in University newsletters and website features for internal and external visibility.
- Project teams will be expected to present at the [Education Ideas Hub](#), and project leads may be invited to report on their progress to the SSPG Awarding Panel
- All expenditure on an award must be made by 31 July of the academic year in which the project is scheduled to end. The designated budget-holding staff lead has financial responsibility for the project, ensuring correct use of the budget for the purposes intended, and keeping good records of expenditure. They may also be required to complete a short training session in Agresso, St George's finance system, for recording their expenditure.

Application process

Who can apply?

All members of staff at St George's University of London (academic, professional services, research, etc) and **enrolled students** are eligible to apply for projects. Please note projects should normally be undertaken before students graduate or complete their course.

Applications are invited from **collaborative student-staff groups**. The application form requires the name of a designated student lead, a staff lead (who takes responsibility for the budget), and of students and staff in the project team.

How to initiate or join a project?

Projects may arise in different ways, from staff or student originators who find collaborative partners and develop an application, or from collaborative student-staff groupings identifying enhancement needs.

Where a student or staff proponent has a strong project but has not been able to find collaborators to develop it, they can flag this by using [this form](#) and the Awarding Panel will support them in searching for project partners.

Where staff members may have less direct contact with students, project proponents are invited to contact the Student Experience team (by emailing experience@sgul.ac.uk) to discuss how they might engage with student leads and/or recruit student leads and teams.

Students or staff who are looking for grant partners are advised to contact the Awarding Panel as early as possible, as the same deadline for submitting project applications will apply.

Under certain circumstances, staff can apply without a student lead – please see [Project leads](#) below for guidance.

How to apply for the academic year 2022-23

- Read all the guidance before applying
- Download and complete an application form (Word)
- Send your completed application form to the SSPG Awarding Panel by 29 May 2022 by emailing experience@sgul.ac.uk

Application timeline

The selection process may involve 1 or 2 stages

Stage 1: Approximately three weeks after the deadline date, you will hear of one of the following outcomes:

- your application is successful, and funds will be awarded (once ethical review is completed if required)
- your application does not meet the criteria and is rejected
- your application may be successful with amendments but needs to address areas highlighted by the Panel and be resubmitted for **Stage 2** review

Stage 2: For projects that require amendments only

Approximately two weeks after submitting your amended application and addressing each item raised by the Panel, you will hear of one of the following outcomes:

- your application is successful, and funds will be awarded (once ethical review is completed if required)
- your application does not meet the criteria after amendments are completed and is rejected

Stage	Start date – end date	Duration (weeks)
Call for applications	19 Apr 22 – 29 May 22	6 weeks
Deadline applications	29 May 22	
Stage 1 – Application review and selection by SSPG Panel	30 May 22 – 16 Jun 22	3 weeks
Stage 1 Deadline - Selection results and feedback by Panel	16 Jun 22	
Stage 1 – Teams amending applications in responses to SSPG Panel feedback	16 Jun 22 – 10 Jul 22	3 weeks
Stage 1 Deadline – Resubmission of amended applications by teams	10 Jul 22	
Stage 2 – Review and selection of amended applications by SSPG Panel	11 Jul 22 – 25 Jul 22	2 weeks

Stage 2 Deadline - Selection/final awards by Panel	25 Jul 22	
SSPGs carried out*	25 Jul 22 – 31 Aug 23	Approx. 57 weeks
Deadline - expenses end date	31-Jul-23	
Deadline - SSPGs end date	31-Aug-23	

Application requirements and guidance

Ethical considerations and the ethical review process

Once the Panel has approved your project, you will be expected to ensure that ethical implications are considered and addressed.

Funding will be conditional on addressing ethical implications and it is the applicants' responsibility to review the documents and timelines involved in addressing these when developing their project plan and milestones. The section below offers relevant information and contacts.

As a rule, projects involving work with human participants will require ethical consideration by St George's Research Ethics Committee.

How should I consider and address ethical implications?

You should consider the activities included in your project and how they may impact on participants (for example, the potential that certain survey questions may be triggering for certain participants, data collection, management, and storage etc).

Review the information and materials provided by St George's Research Ethics Committee available here: <https://www.sgul.ac.uk/research/research-ethics/ethical-review-process>

Here, you can find templates for the forms requires in the ethical review process:

- Self-assessment form
- Study protocol
- Participant Information Sheet
- Consent
- Survey

You can also find useful information about

- Research data management, storage
- SGUL accepted - Survey tools
- SGUL accepted - Interview tools

Once your project is accepted for funding, if your project requires ethical review, you will need to submit your project for the review as soon as possible. If you receive a positive ethical review, you need to inform the Student Experience Officer and then you can begin your project. If you receive a request for amendments in the ethical review, you need to

inform the Student Experience Officer and will need to address those requirements before beginning your project.

Who can I contact if I have questions about the ethical implications of my project or the ethical review process for SSPG projects?

If you have any questions or enquiries about the ethical review process as applied to an SSPG project, email sgulrec@sgul.ac.uk and cc the Student Experience team, experience@sgul.ac.uk.

Intellectual Property (IP) and Revenue

Teams submitting an SSPG application must be prepared to consider and address relevant issues related to IP and revenue.

For Stage 1, teams are encouraged to review the St George's Intellectual Property Policy which can be found [here](#). Please note that IP related to the creation of online courses may differ.

If a project is approved with or without amendments, the team must be prepared to receive guidance and address IP issues as relevant to their particular project. The Panel will indicate in the feedback to teams the contact where such guidance must be obtained.

Project leads

As having a call for applications in spring may make it difficult for new starting students to participate, staff can propose a project with a student lead to be confirmed later in the year. If applying in this manner, staff leads are expected to describe in detail the process by which they will recruit student leads and the date by which they expect to have a student lead confirmed (**this date should not be later than mid-November, i.e. 18 November 2022**). If SSPG funding is awarded to such a project and the student lead is not confirmed by the indicated date, then the SSPG Panel has the right to withdraw funding.

Student payments

Payment to student leads and team members

Student leads and team members should be paid the same rate as the high student ambassador rate (£12.60 per hour for 2021-22) for the time spent on the SSPG. Teams should include the estimated time and payments required for student leads and team members in their budget.

Payment to participants in project activities or tasks

Teams will have responsibility for deciding the incentives to be used for participants in their projects and include these in their itemised budget. If direct payments are used, these should use the same rate as the basic student ambassador rate (£11.05 per hour for 2021-22). If vouchers are used, the team can decide on the value of the vouchers, as appropriate for the activity or task.

Conference funding

Teams are encouraged to think about and prepare for disseminating their work both within St George's as well as externally. Expenses for project dissemination (conferences/workshops/etc) should be included in the itemised budget, specifying the name of the event, date/ period, expected fees and other reasonable expenses (travel, accommodation etc).

It is likely that teams may be ready to disseminate their work after the project has concluded. To support teams, the SSPG scheme offers £400 per team to support dissemination of SSPG projects after project completion (1 September) by 31 July of the following year. If additional funding will be needed, this should be sought via other channels, such as St George's Conference Fund.

Sustainability of project outputs

Particular attention should be given to the application section on project sustainability. Teams are encouraged to consider and specify resources, timelines, and any other relevant aspects that will affect the sustainability of their project outputs. These may include human and financial resources to ensure updating material on online modules or courses, mechanisms for transferring/applying findings to other courses/cohorts etc. For any questions related to this section, please email the Student Experience Officer at experience@sgul.ac.uk.