Teaching and Learning Innovation Fund (TLIF)

UNIVERSITY OF CAMBRIDGE
Cambridge Centre for Teaching and Learning

TLIF Guide 2019-20

About the fund

The Teaching and Learning Innovation Fund (TLIF) has been developed specifically to provide start-up funding for projects that focus on innovative approaches to enhancing education within and across the Cambridge teaching and learning context. Projects may be bespoke for a particular course or collaborative across institutions, and some projects could have a greater relevance to the wider University. While projects that engage with digital education are encouraged, proposals do not need to foreground educational technologies or online learning. Projects responding to issues with relevance beyond a single subject or discipline are welcome, and applicants are asked to consider designing in opportunities for collaboration, evaluation and sustainability.

Awards are made yearly, in a bidding round that runs from January to March. Up to ten projects are normally awarded each year, with a maximum budget of approximately £20,000 per project, although projects with smaller budgets are most welcome.

The TLIF is coordinated by the Digital Teaching and Learning Sub-committee (formerly the Teaching and Learning Services Steering Group), a sub-committee of the Cambridge Centre for Teaching and Learning (CCTL).

Changes to the TLIF

For the 2019 round currently being advertised, a number of changes from previous years have been made to the process. Based on the findings of a review of the previous projects, the process will now:

- be undertaken over a longer period across a full academic year;
- involve more support and networking opportunities provided to project teams;
- require a much stronger alignment to the university's strategic priorities for education.

Who can apply?

The TLIF is open to all academic and professional staff involved in learning and teaching across the collegiate university. Applications may be made by individuals or teams, although teams are strongly encouraged. Students and staff on short term contracts are also encouraged to apply; however, the Project Leader must be someone contracted to Cambridge for the planned life-span of the project.

What can be funded?

Examples of costs that might be funded:

- Software licence (for duration of the project; note that Procurement should be consulted prior to licence purchases to ensure compliance with financial regulations))
- Equipment hire or purchase necessary for successful completion of the project
- Transcriptions
- Research assistant
- Student support payments
- Catering for focus groups
- Workshops or events
- Conference registration

Examples of costs wouldn't normally be funded:

- Software licence beyond the duration of the TLIF project
- Standard equipment requests
- Literature reviews
- Travel (*unless rationalised as part of the dissemination activities)
- Teaching relief (*though a persuasive case may be presented in the application)

What are the criteria for evaluation of project proposals?

Project proposals will be assessed against the following criteria:

1. The clarity of focus for the project and the appropriateness of the planned activities
   - Clear explanation of the project's innovation or contribution to enhancing education within the University of Cambridge context.
   - The project's alignment to relevant strategic priority areas
   - Robust design methodology, including data collection and evaluation, that align with the project's aims and anticipated success criteria
2. The benefit to the wider disciplinary, Faculty, School or University community:
   - The project's planned collaboration (for example, involvement of project members from other departments or disciplines; students as partners)
   - Potential for transferability and sustainability (for example, plan for sharing outcomes across courses or Faculties or School, possible future expansion of the project)
3. The financial plan:
   - Logical relationship between the request for funds and the planned activities
   - Clear presentation and/or explanation of financial calculations (for example, in terms of costs and quantities; rates of pay etc)

How to apply:

Download and fill in the Application form available on the CCTL website.

Please note that you will need to get your project team to sign their agreement to their role in the project. You will also need to have the project proposal endorsed by a relevant Head or Director (of your department, faculty or school). For multidisciplinary teams, this endorsement should come from the relevant Head of the Project Leader. You may submit handwritten or scanned signatures.

The completed application for should then be emailed to: tlif@admin.cam.ac.uk not later than 5pm on Monday, 25 March 2019. Applications received after this deadline will not be considered.

Engagement expectations

Project teams will be expected to produce short termly progress reports, as well as a final report detailing the outcomes. They will also be encouraged to engage in the TLIF Network across the lifespan of their project, with regular networking events. These events will provide project teams with the opportunity to connect with a network of peers who are facing similar challenges, and reflect on, document and share their experiences during the course of the project.

Successful applicants will be asked to contribute to activities sponsored by the CCTL. Towards the end of the project, teams will be expected to provide documentation and relevant digital artefacts for showcasing the project as an online case study, which may be hosted on the CCTL website. A showcase event, with short presentations from all successful project teams, will be held in the autumn following the projects' completion, and will be attended by representatives of the Digital Teaching and Learning Sub-committee, the CCTL, and the General Board's Education Committee.

Anticipated timeframes

It is expected that all projects will commence in June/July 2019 and be completed by end of September 2020. The funding cycle ends in July 2020, at which time any uncommitted funds must be returned.

Q&A event:	Thursday 14 February 2019
Applications due:	Monday 25 March 2019
Grants announced and funds disbursed:	mid-May 2019
First TLIF Network event:	July 2019
Progress report 1 due:	end September 2019
Progress report 2 due:	early January 2020
Progress report 3 due:	early April 2020
End of funding cycle (all funds spent or returned):	end July 2020
Final reports due:	end September 2020
Showcase event:	October 2020

Contact details:

For any queries about the TLIF, please email: tlif@admin.cam.ac.uk