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**Centre for Teaching and Learning**

**Teaching and Learning Fellowships 2024-25**

**Application Form**

**Please note –** this application form is for **application preparation only**. All applications must be submitted using the online application form.

There are word counts associated with some of the sections of this form. Reviewers will only read to the word counts, not beyond them.

1. Name (project lead)
2. Email address (project lead)
3. Department (project lead)
4. Faculty (project lead)
5. Please list the names and the departments of project team members including students. Note: if student participation is anticipated but not confirmed student names may be added once the project has commenced.
6. Please give the title of your proposed Fellowship project.
7. Please write a brief description of your proposed Fellowship project including: how it addresses the theme of the Fellowship call; how it aligns with University/department plans/strategies; the aims and deliverables of the project (maximum 300 words).
8. Please outline the research (e.g. educational research, action research, Scholarship of Teaching and Learning - SoTL) and/or practice that informs your proposal (maximum 200 words)*.* Note - you may add a list of references which will not be included in the word count.
9. Please comment on the sustainability and potential mainstreaming of the project within or beyond the department, or the development of the project beyond the Fellowship (maximum 200 words).
10. Please include a **brief** plan for the project which records the project elements as tasks with achievable deadlines.
11. Please give a breakdown of project costs.
12. **Project Application Sign-Off**

I understand that I am required:

* where necessary, to seek approval from the University Ethics Committee for the project research
* to complete the project within the agreed timeframe
* to produce a written/video recorded case study about the project design, implementation and evaluation which will be shared on the Maynooth University CTL website and to disseminate findings from the project at CTL Showcase event
* to manage and record all project expenditure appropriately, and in line with University financial guidelines, in readiness for any future auditing process; provide an actual expenditure summary, with all budget spent or committed, by the project end date.

Typing your name indicates that you understand, and agree to meet, these conditions.

**Support of Head of Department**

* I confirm that I have discussed my application with, and have the support of, my Head of Department.
* I confirm that all project team members have discussed this application with their Head of Department and have the Head of Department’s support.

Typing your name indicates that this application has been endorsed by the relevant Head(s) of Department.