

Teaching and Learning Fellowships 2024-25

FAQs

Q. What can the funding be used for?

A. The funding can be used on staff time including the buying out of staff time, for the production of resources, for catering and events, for guest speakers/expert input, for travel and subsistence, for conference fees, for the purchase of equipment and/or software and other reasonable expenses as approved by the review panel. All spending, and recording of same, should conform with University procedures and processes, including those associated with recruitment and procurement.

Q. Can the Fellowship be inter-institutional?

A. Yes, however responsibility for the spending and the accounting of that spend must rest with the Maynooth University partner.

Q. Can occasional staff apply for a Fellowship?

A. Yes. Any member of Maynooth University staff who teaches can apply for the Fellowship assuming the support of a home department and assuming that they will have sufficient hours to fulfil the proposed project.

Q. Can I submit more than one application for a Fellowship?

A. Yes, however if you are successful, you can only receive one award.

Q. I would like to collaborate with Professional Services colleagues on my Fellowship. Is this a possibility?

A. Yes. We welcome Fellowships which span departments (academic and professional) and include cross-functional teams.

Q. Can a project build on previous work or does it need to be entirely novel?

A. Yes. A project can build on previous work but it should show some development of that work.

Q. Where can I find examples of previous Fellowship projects?

A. Previous fellowship reports are available on the CTL Website

- [2019 Fellowship Report](#)
- [2020 Team Fellowship Report](#)
- [List of T&L Fellowship 2022-23 Recipients and Projects](#)

Q. Where can I get help or who can I call if I have a question about the Fellowship Call or application?

A. You can email teachingandlearning@mu.ie for all queries about T&L Fellowships and your query will be directed to the appropriate CTL colleague.

Q. Will there be conditions with the awarding of the Fellowship?

A. There are some conditions outlined in the Call. In addition, the Fellowship application review panel may ask for certain conditions to be fulfilled. They may also make recommendations about the work of the Fellowship.

Q. What feedback will I get from the review process?

A. Each applicant/team will get written collated feedback on their application.

Q. Can I appeal the decision of the panel?

A. The review panel will apply the published criteria to each application. There will be no appeals process.

Q. If I add a separate list of references, to the application form, will they be included in the word count?

A. No. You can add a list of references and they won't be included in the word count for any section of the form.

Q. How will I work out rates of pay for staff who might work on the Fellowship?

A. Applicants should use current Maynooth University staff salary scales as noted on the Human Resources webpages of the website.

Q. Besides the call documents and the webinar, what other advice do you have for applicants?

A. Applicants may find the following advice useful.

Title. Ensure that the title of your project is interpretable by someone outside of your discipline and that it captures that idea that the Fellowship is clearly about teaching and learning.

Description of the project. In writing the description of the project be sure to highlight the teaching and learning aspects. Certainly, it is important to refer to the disciplinary context and briefly to discipline topics but the reviewers are especially interested in how your enquiry or intervention impacts on teaching and learning specifically. With this in mind, it may be important to spell out particular ways in which teaching and learning is enacted in your discipline. For instance, if your project is about how students complete experiments in the Biology or work with text in English it could be useful to talk about the pedagogic stages associated with those processes rather than honing in on the experiments themselves or the characteristics or themes of certain texts.

In turn, it is important to emphasize what the project will look like in practice. For example, if your project considers co-enquiry with students describing that process and the associated stages might help the reviewers to have a better sense of how the project will play out. The inclusion of examples or brief descriptions of the project enactment will make the project much more readily understood for colleagues not familiar with your discipline.

Context - research, practice. Sustainability and/or development. The reviewers may not be overly familiar with the project idea that you are presenting therefore the clearer you can be about the teaching and learning context the better as this may contribute to creating a shared understanding between you and the reader. Emphasizing teaching and learning throughout the application and drawing on that as a foundation for the work will help you to connect with reviewers.

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