

<b>Cover Sheet for Proposals</b> (All sections must be completed)	<b>JISC Capital Programme</b>	
<b>Name of Capital Programme: 3/06 – e-learning strand</b> (e-Learning; e-Infrastructure; Repositories and Preservation)		
<b>Name of Lead Institution:</b> <b>Norwich School of Art &amp; Design</b>		
<b>Name of Proposed Project:</b> 'e-portfolios for art, design and media students'		
<b>Name of Project Partners:</b> University of Hertfordshire University of Luton Anglia Ruskin University University of the Arts London		
<b>Full Contact Details for Primary Contact:</b>  <b>Name:</b> David Hall  <b>Position:</b> Director Information & Resources <b>Email:</b> d.hall@nsad.ac.uk <b>Address:</b> Norwich School of Art & Design, Francis House, 3-7 Redwell St, Norwich, NR2 4SN  <b>Tel No:</b> 01603-756284 <b>Fax No:</b> 01603-615728		
<b>Project Start and End Dates:</b> Sept 2006-Sept 2007		
<b>Total Funding Requested from JISC:</b> £191,634		
<b>Funding Broken Down over Project Years:</b> Year 1: £95929 Year 2: £95705		
<b>Total Institutional Contributions:</b> £57,195		
<b>Outline Project Description</b>  As the medium of the e-portfolio comes to assume more importance in the development of lifelong learning within UK education, the ability to integrate visual and/or audio-visual work in a student's e-portfolio will be of prime importance for art, design and media subject areas. With the continuing importance of these subjects in the UK sector, this project proposes to use opportunities to trial e-portfolios in courses at different levels in a number of HEIs to assess the technical and cultural issues involved in using this medium for recording students' visual and audio-visual work		
<b>I have read the Circular and associated Terms and Conditions of Grant at Appendix B (Tick Box)</b>	<b>YES</b> ✓	<b>NO</b>

**JISC CIRCULAR 3/06 PROJECT BID:  
'e-portfolios for art, design and media students'**

**collaborating institutions:**

Norwich School of Art & Design (lead)  
University of Hertfordshire  
University of Luton  
Anglia Ruskin University  
University of the Arts London

**1. Introduction**

*[A brief outline of the rationale for and nature of the work to be undertaken, the length of the project, start and end dates, and a summary of how the project will contribute to the programme.]*

**1.1 Rationale**

As the medium of the e-portfolio comes to assume more importance in the development of lifelong learning within UK education, the ability to integrate visual and/or audio-visual work in a student's e-portfolio will be of prime importance for art, design and media subject areas. With the continuing importance of these subjects in the UK sector, this project proposes to use opportunities to trial e-portfolios in courses at different levels in a number of HEIs to assess the technical and cultural issues involved in using this medium for recording students' visual and audio-visual work.

Through the re-use of the JISC-funded 'PETAL' e-portfolio tool, the project aims to offer an investigation of a personalised learning experience for art, design and media learners. The suitability of the e-portfolio to offer an effective tool for managing a learner's Personal Development and Planning (PDP) element of study will also form an aim of the project. Through these aims, the project will provide an opportunity to assess the relevance and use of the e-portfolio tool as an electronic resource for students' potential lifelong learning in a particular subject field. Contribution of students throughout the project is seen as being fundamental to the evaluation process.

**1.2 Length of the project**

The project is envisaged to run over two years. There is an initial set-up period in the autumn of 2006 to test, evaluate and develop the existing e-portfolio tool (PETAL) to ensure readiness and suitability for integrating a range of electronic formats that will address the visual and audio-visual requirements of students' work. This initial stage will also establish norms of preparation and presentation of digital work for integration in the e-portfolio. The project management team (PMT) will be formed and meet at this time to drive the project forward.

The second stage lasts throughout 2007 and focuses on the integration of the e-portfolio for a range of art, design and media courses at both undergraduate and postgraduate levels across the partner institutions. This stage will straddle two academic years and will therefore offer opportunities to test progression by students across both units and levels of study. This phase will see mechanisms for student feedback embedded at all points to ensure that qualitative data underpins the evaluation of the e-portfolio use during this time.

The third stage runs January-September 2008 and is for the final evaluation and dissemination of project outcomes. As an ongoing part of the project, but specifically targeting dissemination to the JISC community during this third stage, a project website

will be established as an integrated set-up feature of the project. Dissemination activities culminate in a workshop on the project planned for September.

### **1.3 Contribution to the JISC programme**

The proposed project makes a direct response to the JISC programme's e-learning strand, specifically 'an exploration of the use of e-learning to support lifelong learning' (3/06 para 11, bullet point 6), and the reference to the particular area of investigation 'around providing a personalised learning experience, meeting the needs of individual learners in a range of settings through the use of technologies such as e-portfolios' (3/06 para 14). By focusing on the art, design and media environment, and by seeking to re-use the recently developed JISC-supported e-portfolio tool 'PETAL' (see <http://www.jisc.ac.uk/index.cfm?name=deletpetal>) the project has the potential to integrate with current JISC funded projects and develop tools to offer insights into the issues associated with visual and audio-visual elements of e-portfolios as students progress through different sectors and educational institutions. Whilst this project will be of direct interest to art, design and media subject areas, the integration of aspects of visual and audio-visual student work in e-portfolios will be of broader interest to the JISC community as these objects are also increasingly found in other subject areas.

## **2. Project description**

*[A description of the intended project plan, timetable and deliverables, risks, and an explanation of how the detailed project outcomes will be of value to the JISC community. Bidders should also include statements regarding IPR and sustainability issues.]*

### **2.1 Project plan**

The project is scheduled to run for 24 months, from mid-September 2006 to mid-September 2008.

#### **First phase**

Collaborating institutions ensure that the management structure and infrastructure is established and developed to support the proposed project. The collaborating HEIs will hold joint meetings through the establishment of a project management team (PMT). NSAD, as lead institution, will take responsibility for co-ordinating PMT meetings (both face-to-face and through video conferencing). A Project Manager will be recruited and appointed as soon as possible, and a project office will be established.

Collaborating institutions will confirm the identification of courses at each institution where the e-portfolio will be operated from February 2007. The possibility of integrating PDP requirements for these courses will be considered at the same time. The selected courses will span different levels of provision, to include undergraduate (BA and FdA) and postgraduate levels. Since progression from one course to another is an aim, selection of courses for the trial will take into account historical progression patterns, both internal and external. Discussions around implementation will clarify the processes for embedding the tool within course management.

Infrastructure for the project is also established during this period, including loading of the e-portfolio tool 'PETAL' and the setting up of a server for the project. Authentication issues will be addressed to ensure that users' access to the e-portfolio is as direct as is possible within the constraints of collaborating institutions' network configurations. Video conferencing equipment is installed and tested to offer a medium for staff at collaborating institutions to collectively discuss project development in real time. Technical staff will also support academic course staff at collaborating institutions to test access to and

functionality of the tool. Familiarity with the tool is developed by course staff in this phase, and the project website goes live.

### **Second phase**

The e-portfolio tool is introduced to students on a range of courses, including inductions to file management and protocols for using the tool. Academic course staff monitor usage during this time, and keep records of online and face-to-face comments of students during this process. At the end of the programme, academic course staff meet with students to review and summarise experience of the e-portfolio tool and its perceived suitability for art, design and media students. Course staff share findings with institutional PMT members, and PMT meets to develop an overview of the project's development so far.

From September 2007, students carry their e-portfolios over to the next level of study, or progress to another course either within the institution or externally. Student feedback is gathered again during this time.

The project website is regularly updated during this phase as feedback and evaluation takes place. The website bulletin board and video conferencing offer channels for discourse between staff at the collaborating institutions.

### **Third phase**

Following completion of student use of the tool, academic course staff begin their final evaluation of the trialling of the e-portfolio tool, including meetings with students. Evaluation will consider experiences of the e-portfolio tool in this programme and its perceived suitability for art, design and media students to use in both an academic programme environment and potential other uses, including as a self-informational vehicle for future employers.

Course staff share findings with institutional PMT members and the PMT co-ordinates assessment summary of the use of the e-portfolio tool across the various courses. Findings continue to be posted on the project website.

The Project Management Team works on the final report to JISC, and concludes dissemination activities at the end of the project with a workshop event centred on e-portfolio implementation in an art, design and media context.

## **2.2 Timetable and deliverables**

### **Phase 1: Sept-Dec 2006**

September: project management team (PMT) from collaborating institutions meets; requirements for Project Manager post confirmed, and post advertised

September: project office established

September: contact with JISC to co-ordinate use of the 'PETAL' tool for this project

October: interviews for Project Manager post take place; appointment to post

October: server purchase; ePortfolio 'PETAL' software loaded on server; testing and exploration of authentication issues by ITRDU staff at UAL; installation and set-up of video conferencing units

October: PMT meets to review progress: briefing meetings with academic staff meeting identified for trialling the e-portfolio on specific courses in collaborating institutions

November: access to software tested by collaborating institutions

November: PMT meets to review progress

November: feedback from academic staff trialling the e-portfolio

December: PMT meets to review progress; appointed Project Manager in post 1

December, or 1 January if December start not possible.

## Phase 2: Jan-Dec 2007

January: meeting of PMT, now including Project Manager

January-February: e-portfolio introduced to students on nominated courses in collaborating institutions

February-June: e-portfolio used on nominated courses in collaborating institutions; academic staff evaluate use, with participation of students

March: meeting of PMT, including identification of dissemination workshop venue for September 2008

July: review meetings with academic staff involved in the project; PMT meets to consider initial findings

September: meeting of PMT

October-December: e-portfolio used on nominated courses in collaborating institutions; academic staff evaluate use, with participation of students

December: meeting of PMT

## Phase 3: Jan-Sept 2008

January: review meetings with academic staff involved in the project; PMT meets to consider findings; website updated

February: notice of September workshop to HE community

March-July: final planning for September dissemination workshop

June-August: final report prepared as draft and submitted to JISC

September: final report submitted to JISC; dissemination workshop for academic community; final meeting of PMT

## 2.3 Risks

<b>Risk</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Countermeasures</b>
e-portfolio tool fails to provide expected functionality	High	Medium	Re-use of existing open source software developed and tested by JISC; technical competence in e-learning technology at the ITRDU, UAL; phase one testing procedures
Students are unable to understand the operation of the e-portfolio tool	High	Low	Trial period of e-portfolio in phase one, with technical support for course academic staff; programme of inductions and support for students immediately before operating e-portfolio tool in phase 2 trials; web-based information literacy competencies of students
Project fails to keep to schedule and/or achieve targets	High	Low	Appointment of an experienced Project Manager; establishment of a project management team with regular scheduled meetings
Evaluation of outcomes is unclear and value to JISC community in doubt	High	Low	Experience of project management team members in delivering assessments and reports; clear targets for the project

## 2.4 Value to JISC community

It is anticipated that this project will have the following benefits for the community:

- ∞ further testing of the open source e-portfolio 'PETAL', contributing to further evaluation of the tool's capabilities, manageability, and potential, and how the tool can benefit learners;
- ∞ clarification of applicability of the e-portfolio to the art, design and media subject area specifically, and contributing to an understanding of its relevance more generally to programmes of study requiring visual and audio-visual content;
- ∞ enhanced sustainability and cost-effectiveness of previous JISC development and funding of the e-portfolio, through this further testing and application;
- ∞ through dissemination activities, further opportunities for the community to participate in events and forums which contribute to an ongoing examination and development of aspects of e-learning.

## 2.5 IPR

'PETAL' is open source software and developed under previous JISC funding initiatives. Any further development of the software during the project will be made available as open source software and accessible by the community.

## 2.6 Sustainability issues

The project will use existing open source software, which is currently supported by JISC and part of a developing national and international move towards utilising this software to achieve pedagogic objectives. The project aims to test the sustainability of the e-portfolio 'PETAL' for the art, design and media subject areas. It is anticipated that following the assessment of the project, collaborating institutions will want to consider continuing to employ the e-portfolio as a means of achieving institutional aims for e-learning, thus contributing to the academic sustainability of this tool.

## 3. Budget

*[A summary of the proposed budget which in broad outline identifies how funds will be spent over the life of the project. The budget should be broken down across project years or parts thereof and should include itemised staff costs, any equipment and consumables, travel and subsistence, dissemination, evaluation, any other costs required. TRAC methodology must be used to calculate costs and determine price taking into account the benefits to the lead institution and any project partners. Bidders should provide an indication of the funding requested from JISC and the costs being borne by the host institution and any project partners. Bidders should provide a summary of the qualitative and any quantitative benefits the lead institution and any project partners as a whole expect to receive from the project (see paragraphs 31-34).]*

### 3.1 Overview

Full economic costing using TRAC methodology has been applied (100%) and costs are summarised below for the different phases of the project over the two years. Appendix 1 contains a detailed breakdown setting out costs using the TRAC methodology, as applied in a NSAD-developed template - please see in particular sheets 3 (directly incurred costs) and 5 (directly allocated costs) for details of staffing, equipment and other costs.

### 3.2 Year one summary costs

	costs £k
<b>Staff [incl on-costs]</b>	
Project management team members	11.5

Course academic staff	10
Technical support	5.1
Admin support	2
Project Manager	32

#### **Equipment and consumables**

Server for e-portfolio software	3
Video conferencing equipment	7.5
Recruitment expenses	2
Laptop (project manager)	1

#### **Travel and subsistence**

Travel	2
Subsistence	1

#### **Dissemination**

Website origination and maintenance	1
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### **3.3 Year two summary costs**

	<b>costs £k</b>
<b>Staffing</b>	
Project manager	42.7
Project management team members	11.5
Course academic staff	7
Technical support	2.9
Admin support	2
<b>Equipment and consumables</b>	<b>0</b>
<b>Travel and subsistence</b>	
Travel	2
Subsistence	1
<b>Dissemination</b>	
Website maintenance	1
Workshop costs	5

### **3.4 Summary of total actual costs**

*Please see Appendix 1, sheet 2 (FEC summary – indexed costs)*

#### **Total cost to JISC**

a) Directly allocated and incurred costs, as itemised above	153,329
b) indirect costs (50%)*	38,305
<b>Total</b>	<b>191,634</b>
	(Year 1 = £95929)
	(Year 2 = £95705)

#### **Total institutional contributions**

a) Estates*	18,890
b) other indirect costs (50%)*	38,305
<b>Total</b>	<b>57,195</b>

**Total all project costs****248,829**

Institutional contributions = 23% of final total

\*Please refer to Appendix 1 for detailed FEC breakdown using TRAC methodology, generating estates and other indirect costs

**3.5 Benefits**

The qualitative benefits for the collaborating institutions are pedagogic rather than immediately financial, and will be associated with the opportunity to enhance pedagogic knowledge through trial and assessment of the e-portfolio tool. As such, the benefits articulate with institutional objectives for developing further opportunities for individualised student academic records and encouraging progression opportunities, and thus contribute to academic synergy.

Quantitative benefits include the establishment of video conferencing equipment linking the collaborating institutions, which is anticipated to benefit these institutions in maintaining a dialogue around the development and continuing assessment of e-portfolios to support art, design and media students.

**4. Key personnel**

*[Names and brief career details of staff expected to contribute to the project, including qualifications and experience in the area of work proposed and evidence of any projects of similar nature successfully completed. Clearly indicate when posts will need to be advertised.]*

**4.1 Norwich School of Art & Design:**

David Hall

Director of Information and Resources

**David Hall** is Director of Information and Resources at Norwich School of Art and Design. His role embraces overseeing the strategic development of information systems along with supporting and facilitating the teaching and learning of art and design practices through sustainable digital media resources. Recent institutional projects have included the establishment of a managed learning environment, the expansion of online resources for display and distribution of student and staff visual and audio-visual work, the introduction of smart cards, a major IT infrastructure upgrade, and the design and successful validation of a new MA Digital Practices course aimed to explore hybrid and collaborative forms of digital creativity. He is a member of the JSIC-RSC-Eastern Steering Group.

**4.2 University of Hertfordshire:**

Chris McIntyre

Dean of Creative and Cultural Industries

[to follow]

**4.3 University of Luton:**

Tony Eddison

Head of School of Media, Art and Design

Tony Eddison has had a lot of experience with designing and delivering e-learning courses at Masters level when working in Australia.

**4.4 Anglia Ruskin University:**

Dr Ed Asche  
Associate Dean  
Associate Dean  
Arts, Law and Social Sciences

Dr Edward J. Esche is Associate Dean of the Faculty of Arts, Law and Social Sciences at Anglia Ruskin University, based at the Cambridge Campus. His portfolio contains individual responsibility for External Income Generation collective responsibility for the management of the Cambridge School of Art. He has extensive experience in collaborative partnerships of this kind proposed for the JISC e-portfolio project. His recent track-record includes successful steering group management of both a HEIF2 grant, which was recently renewed for two further years, for a Film and Digital Media Exchange programme (University of Hertfordshire lead with Anglia Ruskin University, Norwick School of Art and Design, University of East Anglia), and an ESF grant for our Creative Innovation Business Improvement Partnership (Anglia Ruskin lead, Screen East and Theatre Resource).

#### **4.5 University of the Arts London:**

David Rowsell  
Deputy Head  
IT Research and Development Unit

David Rowsell is a Senior Research Fellow and Deputy Head of the IT Research and Development Unit (ITRDU) at the University of the Arts London (UAL). Before moving to UAL he was course leader of the Interaction Design BA and the Interactive Digital Media MA at Ravensbourne College of Communication and Design. During the last six years at the University of the Arts, David has been closely involved in the development and teaching of a number of online distance learning courses. David also coordinated the deployment of the University's virtual learning environment across all five colleges of the University. David has research interests in e-learning, tools for learning in art and design and alternative interface technologies. He has published in the areas of aesthetics, art and design theory, the use of digital learning materials and tools, the use of virtual learning environments and the design of online learning. In 2005 David initiated Designs on eLearning (DeL), an organisation aimed at providing conferences, workshop, symposia and other events to meet the needs of art, design and communication elearning practitioners. As part of this activity David was chair of the Designs on eLearning Conference, 2005 and the Designs on eLearning Online Conference 2006. Selected recent publications include:

Rowsell D. and Jackson, T. (2006) Learning through Chat: University of the Arts London Case Studies in Online Learning in Art, Design and Communication, *Technology Supported Learning and Teaching*, ed. J. O'Donoghue, Information Science Publishing, Hershey, 2006.

Rowsell D. (2006) Conversation revisited: The application of conversational models to the patterning of elearning, *3<sup>rd</sup> CLTAD Conference Proceedings*, CLTAD UAL 2006.

Rowsell D. (2005) Conference Review: Designs on eLearning, *Digital Creativity*, Vol. 16 No. 4, 2005.

Rowsell D. and Foster C. (2005) P^3: Pressure Sensor Interfaces in Art and Design Practice, *Central European Multimedia and Virtual Reality Conference 2005*, eds. Jiri Zara and Jaroslav Sloup, Czech Technical University in Prague, in cooperation with Eurographics Association and Czech ACM Chapter, Prague, 2005, pp 49 – 56.

Rowsell D. and Stiff A. (2005) Developing a Community of Practice, *Greenwich eLearning Conference*, London 2005.

Rowsell D. (2004) Reflective Learning Journals and Moblogs, *Association for Learning Technologies Conference 2004*, University of Exeter.

Rowsell D. and Jackson T. (2004) Learning Activity Templates and Online Courses, *2<sup>nd</sup> CLTAD Conference Proceedings*, CLTAD UAL 2004.

#### **4.6 New posts:**

Project Manager – good experience of project management in HE sector

\* post to be advertised Sept 2006

#### **5. Supporting Letter(s)**

*[A copy of the letter(s) of support from a senior representative of the institution and any project partners. The supporting letter(s) will not count towards the page limit.]*

Norwich School of Art & Design



19/6/06  
KB/pab

JISC  
Northavon House  
Coldharbour Lane  
Bristol  
BS16 1QD

Dear JISC

This is to confirm that the attached bid for funds in support of the collaborative project on e-portfolios has the full support of Norwich School of Art and Design.

The aim of the project is to explore the use of e-portfolios for art and design students across different levels of study. This articulates with the School's Corporate Plan 2005-10 and Learning and Teaching Strategy, in promoting the use of e-learning and electronic media in the personalisation of student information.

Yours sincerely,

Keith Bartlett  
Deputy Principal  
NSAD

University of Hertfordshire  
[to follow]

University of Luton

21 June 2006

KR/MM\_21-06-06

**JISC Project 3/06**

I can confirm that the University supports the application which is being submitted by Norwich School of Art and Design on behalf of the project partners. The aims of the project articulate with University aims on e-learning as found in corporate and learning and teaching strategies.

We look forward to hearing the outcome of the evaluation.

Yours sincerely

Professor Kate Robinson  
**Deputy Vice Chancellor (Academic)**  
**University of Luton**

Anglia Ruskin University

David Hall  
Norwich School of Art and Design  
Francis House  
3-7 Redwell Street  
Norwich, Norfolk  
NR2 4SN UK

20<sup>th</sup> June 2006

Dear David Hall,

The Cambridge School of Art within the Faculty of Arts, Law and Social Sciences at Anglia Ruskin University is very pleased to be a collaborative partner in the JISC e-portfolio project with the Norwich School of Art.

Our lead here will be Dr Edward J. Esche, who has extensive experience in collaborative partnerships of this kind. His recent track-record includes successful steering group management of both a HEIF2 grant for a Film and Digital Media Exchange programme, and an ESF grant for our Creative Innovation Business Improvement Partnership.

We very much look forward to working with you on this exciting and innovative project.

Yours sincerely

Professor Monika Pruetzel-Thomas  
Dean, Faculty of Arts, Law and Social Sciences

Cc: Dr Ed Esche

From  
**Dr Shân Wareing**  
Dean of Learning and  
Teaching Development

Academic Development &  
Quality

ITRDU & CLTAD

21 June 2006

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[www.arts.ac.uk/itrdu](http://www.arts.ac.uk/itrdu)

University of the Arts London

The Joint Information Systems Committee

Dear Madam/Sir

**Re: e-portfolios for art and design media students**

This letter is to indicate the support of the University of the Arts London for the project bid *e-portfolios for art and design media students*, jointly proposed by staff at Norwich School of Art and Design, the University of Hertfordshire, the University of Luton, Anglia Ruskin University and the University of the Arts London in response to the JISC Capital Programme: circular 03/06.

I can confirm that we recognise the strategic importance of e-portfolios to support life long learning, the personal and professional of our students, and their employability. We are

aware that many conventional learning technologies are not always the most appropriate to an art and design context with its greater emphasis on the visual. To address this we have a specialist team of staff with expertise in customising existing applications and in building innovative technologies from scratch which integrate visual components as a central design feature. We do however feel that our work can benefit students outside disciplines which are conventionally recognised as predominantly visual, as learners in any discipline can have a preference for visually represented information over text, and there can be particular benefits for students with Specific Learning Difficulties, again in any discipline.

If the bid is successful, as I hope it is, I can confirm that UAL will make available the staff and resources indicated in the bid document.

Yours truly,

Dr Shân Wareing

## **APPENDIX 1**

### **Full economic costing details, using TRAC methodology as developed in a NSAD project template**

- i. sheet 1: instructions
- ii. sheet 2: FEC summary
- iii. sheet 3: directly incurred costs
- iv. sheet 3a: salary bands
- v. sheet 4: directly incurred costs
- vi. sheet 5: indirect costs
- vii. sheet 6: data

## Full Economic costing template (NSAD) (TRAC fEC)

This template aims to help you cost projects in accordance with TRAC full economic costing (fEC) requirements. Follow the below to complete your costing exercise.

All queries should be directed to NSAD **Assistant Finance Manager (Management Information)**

You only need to enter data in the peach coloured tabs. There are notes on each sheet to help you decide how and when to enter your costs.

Each year runs to 31 July, so please fill in the years accordingly. For example, if a project were to start in May you would enter 12 months activity in year 1.

Staff costs will be included using salary bands. Select the most appropriate for your project.

TRAC assesses FTE as 1650 hours a year. This may not be accurate on all cases but please use this as your baseline.

Purple sheets have information on. Sheet 3a will help you decide what salary band to use. Sheet 3a is a checklist to use including 'Other costs'.

Shaded (grey) cells contain formulae and must not be overtyped. You do not need to enter any data in to these cells.

Do not enter any data on Sheets 5. Indirect Costs and 6. Data. These are set items and must not be changed.

Enter all costs at today's prices. The template will automatically adjust for inflation.

The data from sheets 3 and 4 will automatically feed through to the fECsummary - sheet 2.

Depending on who is funding the project, either 100% or 80% of the fEC costs should be used. Sheet 2, the fEC Summary, provides both totals. Please use the one which applies to your situation.

**ALL completed templates MUST be sent to Finance for checking before being submitted.**  
**Please allow one week for this process.**

### Some guidance from the TRAC manual:

#### *Directly incurred costs*

These are costs which are dedicated to the project

#### *Directly allocated costs*

These are costs which are spread over a number of projects and a chunk is then allocated to each one on the basis of expectations. Often, these are project management and supervision costs, and may also include some equipment.

#### *Salaries*

To maintain confidentiality, salaries can be entered by salary band or grade.

#### *Time estimates*

Academics time should include all the direct time required to manage the project, undertake the work and supervise the work. It should not include any activity that is categorised by TRAC as support. It should not include time spent on research students.

**Full Economic Costing Template**

**Directly Incurred (DI)**

<i>Staff</i>	Analysis as per sheet 3	
<i>Equipment</i>	Analysis as per sheet 3	Capital - new purchases
<i>Other</i>	Analysis as per sheet 3	

**Total Directly Incurred**

**Directly Allocated (DA)**

<i>Staff</i>	Analysis as per sheet 4
<i>Equipment</i>	Analysis as per sheet 4
<i>Estates costs</i>	On project

**Total Directly Allocated**

**Indirect costs**

<i>Indirect cost charge</i>	On project
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**Total Indirect costs**

**Full economic cost**

fEC unindexed - i.e. at Y1 prices		
Y1	Y2	Total project costs
49,085	54,575	<b>103,661</b>
11,500	0	<b>11,500</b>
5,000	8,000	<b>13,000</b>
<b>65,585</b>	<b>62,575</b>	<b>128,161</b>
11,474	11,474	<b>22,947</b>
0	0	<b>0</b>
9,305	9,305	<b>18,611</b>
0	0	<b>0</b>
<b>20,779</b>	<b>20,779</b>	<b>41,558</b>
37,739	37,739	<b>75,478</b>
0	0	<b>0</b>
<b>37,739</b>	<b>37,739</b>	<b>75,478</b>
<b>124,103</b>	<b>121,093</b>	<b>245,196</b>

fEC indexed using HEI profiling and indices		
Y1	100% cost - OGD Y2 3.00%	Total project costs
49,085	56,213	<b>105,298</b>
11,500	0	<b>11,500</b>
5,000	8,240	<b>13,240</b>
<b>65,585</b>	<b>64,453</b>	<b>130,038</b>
11,474	11,818	<b>23,291</b>
0	0	<b>0</b>
9,305	9,585	<b>18,890</b>
0	0	<b>0</b>
<b>20,779</b>	<b>21,402</b>	<b>42,182</b>
37,739	38,871	<b>76,610</b>
0	0	<b>0</b>
<b>37,739</b>	<b>38,871</b>	<b>76,610</b>
<b>124,103</b>	<b>124,726</b>	<b>248,829</b>

Using TRAC rates

**Directly incurred costs**

**1. Staff**

				Select from the list on sheet 3a					
Year 1	Role	Name (if known)	Hours on project	FTE	Salary Band	On costs	Total annual cost	% charged to project	Actual cost
Person 1	Senior lecturer 1, Univ of Herts		50	0.03	33,624.00	7,397.28	41,021.28	100.00	1,243.07
Person 2	Senior lecturer 2, Univ of Herts		50	0.03	33,624.00	7,397.28	41,021.28	100.00	1,243.07
Person 3	Senior lecturer 1, Univ of Luton		50	0.03	33,624.00	7,397.28	41,021.28	100.00	1,243.07
Person 4	Senior lecturer, 2 Univ of Luton		50	0.03	33,624.00	7,397.28	41,021.28	100.00	1,243.07
Person 5	Senior lecturer 1, Anglia Ruskin Univ		50.00	0.03	33,624.00	7,397.28	41,021.28	100.00	1,243.07
Person 6	Senior lecture 2, Anglia Ruskin Univ		50.00	0.03	33,624.00	7,397.28	41,021.28	100.00	1,243.07
Person 7	Senior lecturer 1, NSAD		50.00	0.03	33,624.00	7,397.28	41,021.28	100.00	1,243.07
Person 8	Senior lecturer 2, NSAD		50.00	0.03	33,624.00	7,397.28	41,021.28	100.00	1,243.07
Person 9	technician, UAL ITRDU		350.00	0.21	19,734.00	4,341.48	24,075.48	100.00	5,106.92
Person 10	admin support		150.00	0.09	17,996.00	3,959.12	21,955.12	100.00	1,995.92
Person 11	Project manager (to be appointed)		1,238.00	0.75	35,000.00	7,700.00	42,700.00	100.00	32,037.94
									<b>49,085.33</b>

Year 2	Person 1	Senior lecturer 1, Univ of Herts	35	0.02	33,624.00	7,397.28	41,021.28	100.00	870.15
	Person 2	Senior lecturer 2, Univ of Herts	35	0.02	33,624.00	7,397.28	41,021.28	100.00	870.15
	Person 3	Senior lecturer 1, Univ of Luton	35	0.02	33,624.00	7,397.28	41,021.28	100.00	870.15
	Person 4	Senior lecturer, 2 Univ of Luton	35	0.02	33,624.00	7,397.28	41,021.28	100.00	870.15
	Person 5	Senior lecturer 1, Anglia Ruskin Univ	35.00	0.02	33,624.00	7,397.28	41,021.28	100.00	870.15
	Person 6	Senior lecture 2, Anglia Ruskin Univ	35.00	0.02	33,624.00	7,397.28	41,021.28	100.00	870.15
	Person 7	Senior lecturer 1, NSAD	35.00	0.02	33,624.00	7,397.28	41,021.28	100.00	870.15
	Person 8	Senior lecturer 2, NSAD	35.00	0.02	33,624.00	7,397.28	41,021.28	100.00	870.15
	Person 9	technician, UAL ITRDU	200.00	0.12	19,734.00	4,341.48	24,075.48	100.00	2,918.24
	Person 10	admin support	150.00	0.09	17,996.00	3,959.12	21,955.12	100.00	1,995.92
	Person 11	Project manager (to be appointed)	1,650.00	1.00	35,000.00	7,700.00	42,700.00	100.00	42,700.00
									<b>54,575.35</b>

**Notes:**

Permanent staff - include gross salary here. Can be by salary band for confidentiality purposes.  
Remember to include writing up time here.

Include any staff members whose salaries are paid by other entities or whose time has been fully included in a previous single fellowship or grant with a £nil salary cost here (unless the previous fellowship or grant will have expired by the start). We need the FTE number to be in here.

Hours on project - this is the time the person will spend working on the project in the year

## 2. Equipment

All costs must include VAT where appropriate

	<i>Description</i>	<i>Cost</i>
Year 1		
	Items..... server x1	3,000.00
	Items..... video conferencing units x5	7,500.00
	Items..... laptop x1	1,000.00
		<b>11,500.00</b>
Year 2		
	Items.....	
	Items.....	0.00
		<b>11,500.00</b>

### Notes:

List equipment purchases here. Remember to include costs for installation, maintenance, spares etc  
Only include equipment that is not included within any other project costing

## 3. Other

	<i>Description</i>	<i>Cost</i>
Year 1		
	Items..... travel	2,000.00
	Items..... subsistence	1,000.00
	Items..... recruitment	2,000.00
		<b>5,000.00</b>
Year 2		
	Items..... travel	2,000.00
	Items..... subsistence	1,000.00
	Items..... dissemination, including workshop	5,000.00
		<b>8,000.00</b>

**13,000.00**

Notes:

Inlcude items such as Travel and subsistence, materials and sundry items here  
Use the checklist on sheet 3a for hints.

**Staff type**

**Salary Band**

Lecturer 30,360.00

Senior lecturer 33,624.00

Principal Lecturer 44,336.00

Hourly paid lecturer	32.36
	27.58 <i>Use hourly rates x no. hours</i>
	20.18

Research Assistant 18,001.00

Technician 19,734.00

Director 50,011.00

Management 31,993.00

Administrator 17,996.00

**Directly allocated**

**1. Staff**

All time estimates falling outside the project manager's line management MUST be agreed with the individuals concerned before being included here.

Year 1	Person	Role	Name (if known)	Hours on project	FTE	Select from the list on sheet 3a		On costs	Total annual cost	% charged to project	Actual costs
						Salary Band					
	Person 1	Senior academic, NSAD (lead)		150.00	0.09	44,336.00		9,753.92	54,089.92	100.00	4,917.27
	Person 2	Senior academic, Univ of Herts		50.00	0.03	44,336.00		9,753.92	54,089.92	100.00	1,639.09
	Person 3	Senior academic, Univ of Luton		50.00	0.03	44,336.00		9,753.92	54,089.92	100.00	1,639.09
	Person 4	Senior academic, ARU		50.00	0.03	44,336.00		9,753.92	54,089.92	100.00	1,639.09
	Person 5	Senior academic, UAL		50.00	0.03	44,336.00		9,753.92	54,089.92	100.00	1,639.09
	Temp staff				0.00				0.00		0.00
											11,473.62
Year 2	Person 1	Senior academic, NSAD (lead)		150.00	0.09	44,336.00		9,753.92	54,089.92	100.00	4,917.27
	Person 2	Senior academic, Univ of Herts		50.00	0.03	44,336.00		9,753.92	54,089.92	100.00	1,639.09
	Person 3	Senior academic, Univ of Luton		50.00	0.03	44,336.00		9,753.92	54,089.92	100.00	1,639.09
	Person 4	Senior academic, ARU		50.00	0.03	44,336.00		9,753.92	54,089.92	100.00	1,639.09
	Person 5	Senior academic, UAL		50.00	0.03	44,336.00		9,753.92	54,089.92	100.00	1,639.09
	Temp staff				0.00				0.00		0.00
					0.00			0.00	0.00		0.00
											11,473.62
year 3	Person 1				0.00			0.00	0.00		0.00
	Person 2				0.00			0.00	0.00		0.00
	Person 3				0.00			0.00	0.00		0.00
	Temp staff				0.00			0.00	0.00		0.00
					0.00			0.00	0.00		0.00

**Notes:**

eg PG supervision, project management and other such costs  
Remember to include any admin support staff costs

Include any staff members who's salaries are paid by other entities or whose time has been fully included in a previous single separate grant with a £nil salary cost here (unless the previous fellowship or grant will have expired by the time the new project number to be in here.

Temporary staff - you will need to include holiday pay etc. Please see Adrian Loynes for advice.

PGR supervision needs to be recorded separately

**2. Equipment**

	<i>Description</i>	<i>Cost</i>
Year 1	Items.....	
	Items.....	0.00
Year 2	Items.....	
	Items.....	0.00
Year 3	Items.....	
	Items.....	0.00

Notes:

Include items which the School already own but are being used on the project, and costs are being allocated on the basis of usage. (equipment already owned by the School but not charged on a usage basis is covered in the Estates indirect cost char

**3. Estates costs**

Enter here the number of academic years the project will run happen in   
 ie if a 12 month project crosses over into 2 academic years, you should enter '2' here.  
 You do not need to do anything else here.

<u>EFE summary (totals)</u>	
On project (DI+DA)	3.10
For PGRs - lab (DI)	
For PGRs - non lab (DI)	0.00
For PGR supervision (DA)	0.00
<u>EFE pa</u>	
On project	1.55
For PGRs - lab	
For PGRs - non lab	0.00
For PGR supervision	0.00
<u>Estates cost pa:</u>	
On project	9,305.45
For PGRs - lab	
For PGRs - non lab	0.00
For PGR supervision	0.00

## Indirect costs

### 1. Indirect costs

#### FTE summary (totals)

On project	3.10
For PGRs	0.00
For PGR supervision	0.00

#### FTE pa

On project	1.03
For PGRs	0.00
For PGR supervision	0.00

#### Indirect cost pa:

On project	37,738.79
For PGRs	0.00
For PGR supervision	0.00

Inflation assumptions

Y1 to Y2	3%
Y2 to Y3	3%

05/06 TRAC rates:

	£	
Estates rate per FTE	6,000	(non laboratory rate)
Estates rate per FTE	9,500	(laboratory rate)
Indirect costs rate per FTE	36,500	

PGR student weighting:

Estates - non lab	0.5
Estates - lab	0.8
Indirect costs	0.2



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23 June 2006

David Hall  
Director of Information and Resources  
Norwich School of Art & Design  
Francis House  
3-7 Redwell Street  
Norwich, Norfolk NR2 4SN UK

Dear David

### **E-portfolios for Art and Design and Media Students**

We are keen to be involved in the project and explore the potential of the e-portfolio to our practices.

We have selected our Foundation Programme for participation in the scheme. This will involve a variety of specialisms, some that readily engage with digital practices and others that are less computer focused. In this way we anticipate being able to explore a range of use of these materials in progression from Foundation to Degree study. It will be interesting to examine the potential of online interviews and their effect on diagnostics sessions to help students interface with further study options.

Yours sincerely

Adrian Marden  
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University of Hertfordshire  
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