

## Guidance to Bidders – Learning and Teaching Innovation Grants February 2010

### *The Process*

(i) Submission of outline bid

The first stage of the process is the submission of an outline proposal. This is a much shorter and less detailed document than a traditional bid, the intention being that bidding teams can concentrate on the problem that the proposal addresses and what will be done to solve it.

No materials submitted other than on the approved template will be assessed. No letters of supports, academic CVs, tables of references or other supplementary materials are required. **Please remember that only one bid per deadline per institution will be considered.**

(ii) Interview and presentation

If called to interview, you will be asked to make a brief presentation of your bid and answer questions from the panel, as detailed in paragraph 24 of Circular 4/08. You will also be expected to submit supporting materials at this stage, which you can refer to in your presentation and answers. This will include a full budget (see paragraph 25 of Circular 4/08). In your preparation for this stage, you should basically have gathered all the information and made all the decisions that would be expected in a traditional proposal (see <http://www.jisc.ac.uk/fundingopportunities/bidguide.aspx> for details of the standard process, and <http://www.elearning.ac.uk/features/bid2> for a guide to other bid writing resources). This will enable you to confidently answer questions.

Interviews will take place via Elluminate<sup>1</sup>. Interviewees will not need to hold an Elluminate licence and full details on how to participate will be provided to all shortlisted projects along with a practice run if required.

### *Feedback*

- You should not expect full feedback if unsuccessful at stage one of this process. Due to the large number of bids expected we will only be able to tell you very briefly why your bid has not been selected for interview.
- If your bid was ineligible you will not receive any feedback.
- If you are called for interview, you will receive more detailed feedback which you should directly address in your presentation.
- Full feedback will be available from the interview stage to all participants. For those successful at interview this feedback must be addressed in your project plan.

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<sup>1</sup> <http://www.illuminate.com/>

### **FAQ: How to prepare and submit a Learning & Teaching Innovation Grant bid**

This seemed to cause some people issues in earlier rounds. There have been some modifications to the process since then, but it is important that all prospective bidders read the following guidance before preparing their bid.

#### **Q1: How long should my bid be?**

A1: Word limits for individual questions are included on the template.

#### **Q2: What formatting can I use (eg. tables, bullet points, footnotes)?**

A2: You are welcome to use bullet or numbered points. Please do not use footnotes, and keep your use of tables to a minimum. Text used in tables will still be counted towards word limits.

#### **Q3: Do I need to submit a letter of support from my institution?**

A3: No, you do not need to submit a letter at this stage. We recommend that you note within your bid that you have the support of a named senior member of staff. This both allows us to be aware that your bid is institutionally supported, and gives you an opportunity to check that yours is the only institutional submission.

#### **Q4: I can't get my bid as short as you are asking!**

A4: It is possible. You need to ignore any preconceptions you may have of what is needed in a JISC bid and directly address the questions provided. Common errors in previous rounds included the use of too much background material and too much detail in descriptions of the proposed team.

#### **Q5: How do I submit my bid?**

A5: Please send the completed word document (and no other material) to [ELEARNING-BIDS@jisc.ac.uk](mailto:ELEARNING-BIDS@jisc.ac.uk). You will see email confirmation of submission.

#### **Q6: What were the most common reasons that bids were rejected during previous rounds of Learning & Teaching Innovation Grants?**

A6:

- The proposed work duplicated existing JISC funded work;
- The proposal was not eligible – for example it would use funding to buy hardware or software, to develop or purchase learning materials;
- The proposal did not show any awareness of existing work in the same area;
- Linked to the above, the proposal did not demonstrate clearly that it was innovative;
- The proposal was for the development of a tool and there was no evidence of a demand from the wider community;
- The proposal was not supported by an institutional financial contribution commensurate with the benefit of the proposed work to the institution;
- Proposals involving the development of a tool did not adhere to standard JISC expectations (free release to the JISC community, use of appropriate web standards, support for interoperability and transferability);
- Proposed outputs were not transferable or reusable, between institutions, groups or subject areas;
- Proposals centred on the use of new technology or online resources and tools without any consideration of pedagogical need or accessibility issues.

#### **Q7: Are there further resources to help me?**

A7:

- Circular: [http://www.jisc.ac.uk/fundingopportunities/funding\\_calls/2010/02/ltig5.aspx](http://www.jisc.ac.uk/fundingopportunities/funding_calls/2010/02/ltig5.aspx)
- Review of Learning & Teaching Innovation Grants by Dr Neil Witt: <http://www.jisc.ac.uk/whatwedo/programmes/elearningltig.aspx#downloads>
- Other details: [http://www.jisc.ac.uk/whatwedo/programmes/elearning\\_ltig.aspx](http://www.jisc.ac.uk/whatwedo/programmes/elearning_ltig.aspx).

If you are still having problems or have any further queries, please contact Heather Williamson ( <a href="mailto:h.williamson@jisc.ac.uk">h.williamson@jisc.ac.uk</a> ).
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