



Teaching and Learning Enhancement Fund (Driving Enhancement of Digital Capacity for Impact in Irish Higher Education) Version June 2015

General Conditions of this Funding

1. Funding allocation (as per proposal submission) will be transferred on receipt of the completion of the National Forum supplier set-up form.. Year 1 funding will be allocated quarterly with the first transfer scheduled for late November 2015
2. Each proposal team must submit a detailed work plan for both Year 1 and Year 2 (if appropriate). The work plan should describe a clear implementation strategy for the proposal submitted detailing how the aims and objectives of the proposal will be realised. The outputs of the project at the end of each year should be articulated clearly. A template will be provided for convenience. Work plans should be submitted to admin@teachingandlearning.ie.
3. A financial summary (template attached) of projected spending (quarterly) for Year 1 should be attached to the work plan and co-signed by the Finance Department of the lead institution. (Please note there is no match funding requirement and no overhead can be charged by the institution). The quarterly transfers of funds from the National Forum to the Lead partner will be based on these quarterly projections.
4. The provision of this funding is conditional on receipt of formal acceptance by you as project leader acting on behalf of your institution.
5. Each project team will be required to describe their progress against the outputs outlined in the work plan in an open forum (Mid/Late June 2016). Failure to reach Year 1 targets may influence the allocation of Year 2 funding.
 - In the event of expenditures being less than projected, any underspend will be returned to the National Forum pro-rata with the original funding allocation.
 - In the case of expenditures being greater than set out above, no additional funding will be provided by the National Forum.
 - If a project does not go ahead in line with the approved proposal, National Forum funding will be withdrawn.
 - All procurement associated with this project will observe the requirements of the relevant EU and public sector procedures.
 - All receipts and expenditures relating to this project must be separately recorded by the institution in a designated account. Details of this account will be available to the National Forum on request.

- On completion of the expenditure project a full audited account must be provided to the National Forum.

Conditions of Acceptance:

Confirmation of acceptance of the following conditions is also necessary:

- Agreement to carry out the projects in line with the approved proposal
- Agreement to accept conditions in any subsequent correspondence with your institution
- Agreement to accept the decisions of the International Assessment Panel and their feedback
- Agreement to carry out the project to maximize impact at a National Level
- Agreement to facilitate all relevant audits and/or site visits
- Institutions are required to report to the National Forum on the progress of the project as requested (This may require e.g. participation in open forum presentations and submission of progress reports)
- **Publicity Requirements.** It is a requirement that an acknowledgement of the financial contribution from the Teaching and Learning Enhancement Fund (Driving Enhancement of Digital Capacity for Impact in Irish Higher Education) 2015 is included on all press and information material, and on all other communications actions undertaken including launches, publications, advertising, website, seminars, presentations etc. As part of the publicity for the Teaching and Learning Enhancement Fund, the following logos should be used on all publicity material:-

- (1) the National Forum Logo
- (2) the HEA logo
- (3) the Department of Education and Skills logo

All logos may be downloaded from the National Forum website at www.teachingandlearning.ie

- **Ethics.** The offer of the Teaching and Learning Enhancement Fund (Driving Enhancement of Digital Capacity for Impact in Irish Higher Education) 2015 is subject to ethical approval being obtained from your Institution's Ethics Committee where appropriate
- **Liability.** The National Forum shall have no liability whatsoever in respect of the activities being undertaken and your institution will accept full responsibility for all claims for compensation or other claims for which it may become liable as an employer, or howsoever otherwise in respect of the above mentioned project.



Proposal Title:

Year

Period	Clear description of main activities	Clear Key targets to be achieved
Jan. – Mar, 2016		
April -June 2016		
July-Sept 2016		
Oct.- Dec. 2016		

Signed _____

Date _____

ⁱⁱ This document should be completed by all funded proposals. When completed the proposal work plan should include specific details (not generic statements) about what the targets will be. It should be interpretable by any reader not familiar with the project. A separate projected work-plan template should be completed for each projected year of the project.



Proposal Title:

No. of Years duration

Clear description of main activities

Specific outputs of the project

Implementation plan for ensuring national impact of the project.

Signed _____ Date _____

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