**eSTEeM Project Proposal Form**

We recognise that this project proposal may not be definitive, but eSTEeM will support you in finalising your proposal. Please indicate any major constraints. Agreed projects may be asked to provide a final revised plan before starting. Please email completed form to [esteem@open.ac.uk](mailto:esteem@open.ac.uk)

# About the project

Please provide a title, start and end dates, description, rationale and keywords. Include any references for cited publications and projects (these are not counted in the word limits).

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| --- | --- | --- | --- |
| Project Title |  | | |
| Lead Contact |  | | |
| Experience relevant to this project | *For example, Module Chair involved in project, AL on module, ST on module, relevant quals leads etc.* | | |
| Start date |  | End date |  |
| Description  Provide a brief description of the project. Please introduce the issue that the project intends to investigate or address, the approach that will be taken, the anticipated outcomes and impact on staff and students. **This will be used as the project summary on the externally facing eSTEeM website and Scholarship Exchange, so please avoid the use of OU jargon and explain any acronyms [300 words max]** | | | |
|  | | | |
| Rationale  Specify how the project will build on existing research and scholarship and explain how the project relates to one or more of the priority areas set out in the call – Continuation and completion, Access, Participation and Success, Curriculum design and assessment, Technology Enhanced Learning. [300 words max] | | | |
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| **Please list relevant projects and referenced literature** | | | |
| Keywords  Identify up to five keywords or phrases that could be used to categorise your project. | | | |
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# About the project team

Please identify the project leads, staff and students involved in the project team, and any other collaborators (e.g., module team members, employers and professional associations, if applicable).

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| Project lead(s) | | | | | | |
| Name | | School | Email | | Role within project team/tasks to be carried out | |
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|  | |  |  | |  | |
| Other staff involved | | | | | | |
| Name | | School | Email | | Role within project team/tasks to be carried out | |
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| Students as Partners  Would you consider involving students within your project to undertake any of the following tasks? Please tick/cross all that apply. If so, we will be in touch after the approval stage to discuss further. | | | | | | |
|  | Comment on survey questions/interview scripts | | |  | | Running student focus groups |
|  | Conducting student interviews | | |  | | Other, please specify |
| **Student Support Team involvement**  Would your project benefit from active involvement with SST colleagues? If so, please provide some brief details about the required involvement and anticipated time commitment. If so, we will be in touch after the approval stage to discuss further. | | | | | | |
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| Collaborators  If any other groups will be asked to support the project activities, i.e., module teams, employers, or professional associations, please list them here and explain the role they will be asked to undertake. Have you secured explicit permission from the module team(s) to undertake this project? If so, please provide details. Where applicable identify the contact person and briefly describe any relevant previous collaborations. | | | | | | |
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# The project work plan[[1]](#footnote-1)

To specify the project work plan please identify the aims, activities, impact and risks associated with the project below and complete the work plan (at the end of this form) with a timeline for your planned activities.

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| --- |
| Aims and objectives  Identify the aim(s) of the project and the objectives that will enable you to achieve the aim(s). [200 words max] |
|  |
| Research activities and milestones  Identify the research activities that will be undertaken (e.g., stakeholder engagement activities, literature searches and reviews, data collection and analysis methods), the milestones used to monitor progress for each activity. [300 words max] |
|  |
| Internal dissemination and outputs  Specify the planned internal dissemination activities/potential outputs (e.g., University Scholarship events, STEM BOS, School scholarship seminars and publications) [200 words max] |
|  |
| Impact and outcomes  *With reference to the* [*Impact Evaluation Tracking Tool*](https://www5.open.ac.uk/scholarship-and-innovation/esteem/resources/impact-evaluation-tracking-tool)*, identify anticipated impact of the project e.g., increased student retention, change in practice at module/school/faculty/university level/external influence. [200 words max]* |
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| Risks and mitigations  Identify any risks that could impede your progress or arise from the research and explain how you plan to mitigate their impact on the project (e.g., participant engagement, time management, workload management, risk of harm). [300 words max] |
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# Budget

Funding for projects will be limited to a maximum of £3,000 for the total duration of the project. Funding for external dissemination to UK or international conferences will be considered separately and should not be included within the budget. Please indicate whether there are any opportunities for external funding or income generation.

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| --- | --- | --- | --- |
| Expenditure by financial year | | | |
| Category | Description | Cost (£) 1st Aug 2024 – 31st July 2025 | Cost (£)  1st Aug 2025 – 31st July 2026 |
| Consultants e.g., Associate Lecturers, Students as Partners  *If project is led/co-led by an AL, please include the cost of their Additional Duties Contract and those of any additional ALs.*  *DL rate (£173.70 per day + NI) Students as Partners (National Living Wage rate £11.44 p/h + NI)* |  |  |  |
| Transcription costs  OU transcription costs approx. £17.41 per hour + VAT (10 mins recording takes approx. 30 mins to transcribe) |  |  |  |
| Consumables and equipment  Specify each individual item cost |  |  |  |
| Other costs  Please specify |  |  |  |
| Total per financial year | |  |  |
| Grand total for the project | |  | |
| External funding  Specify what (if any) external funding will be sought for the project. | | | |
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| Income generation  If applicable, describe how the project could lead to new income generation. | | | |
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# School authorisation

Please confirm the workload allocation and school support for each team member of the proposed project. Please insert additional rows, if required.

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| Workload  Please specify the number of days, per academic year, that each project team member will have allocated over the course of the project from their workload plan. Don’t forget to allocate time for administrative activities i.e., writing a final report, completing an impact tracking tool, writing papers, etc. | | |
| Name | No. of days 2024-25 | No. of days 2025-26 |
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*Approval is required for each member of the project team. Please duplicate sign-off boxes, as required.*

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| School Scholarship Lead/eSTEeM Director endorsement – eSTEeM Director endorsement required for those based outside of a school.  *Please include an e-signature or email* [*esteem@open.ac.uk*](mailto:esteem@open.ac.uk) *confirming your endorsement.* |
| I confirm that [INSERT NAME] has my support in submitting this proposal to eSTEeM and that the project aligns with the strategic priorities of eSTEeM.  Name:  Position:  Signature: |

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| Lead Line Manager authorisation – LLM approval required for Associate Lecturers.  Please include an e-signature or email [esteem@open.ac.uk](mailto:esteem@open.ac.uk) confirming your authorisation. |
| I confirm that [INSERT NAME] has my support in submitting this proposal to eSTEeM and if successful, the specified workload allocation.  Name:  Position:  Signature: |

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| **Head of School/Line Manager** – HOS approval required for academic staff; Line Manager approval required for those based outside of a school.  *Please include an e-signature or email* [*esteem@open.ac.uk*](mailto:esteem@open.ac.uk) *confirming your authorisation.* |
| I confirm that [INSERT NAME] has my support in submitting this proposal to eSTEeM and if successful, the specified workload will be allocated in their workload plan.  Name:  Position:  Signature: |

**Project work plan**

To help you to monitor and manage your project please complete the following work plan by providing planned dates for the activities described in Section 3 of the form.

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| --- | --- | --- | --- | --- | --- |
| Aims and objectives | Research activities and milestones | Completion date | Dissemination and outputs | *Impact and outcomes* | *Risks and mitigations* |
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1. *We would encourage project teams to engage with the Badged Open Course* [*Scholarship of Teaching and Learning (SoTL) in STEM*](https://www.open.edu/openlearn/science-maths-technology/scholarship-teaching-and-learning-stem/content-section-overview?active-tab=description-tab)*. This course guides colleagues through the process of systematically designing, conducting, reflecting upon and evaluating an ethically reasoned SoTL inquiry.*  [↑](#footnote-ref-1)