

Imperial College London – Technical University of Munich Education Fund

CALL GUIDANCE FOR APPLICANTS “Innovative Formats for International Student Experiences”

1. Context and Purpose

Imperial College London (Imperial) and Technical University of Munich TUM have formed a strategic partnership with the objective to develop and deliver innovative internationalization formats that have the potential to benefit all members of our two institutions. The Imperial College London (Imperial) – TUM University Education Fund aims to support new collaborative education projects which build on our institutions’ individual successes and combine expertise and efforts to jointly develop new teaching, learning and student experience opportunities. The fund is designed to incentivize the set-up of new teaching and learning formats which offer sustainable long-term benefits. Educational projects based on existing research collaboration between Imperial and TUM are particularly encouraged.

By jointly developing educational initiatives, TUM and Imperial can draw on expertise and support available at both institutions, and the talents and enthusiasm of our students and staff, to pilot new educational initiatives which continue to break new ground in what is possible in teaching and learning.

2. Imperial - TUM Education Fund

Projects are expected to benefit students and staff at both institutions. Applicants must state the impact that the award will bring to both institutions in terms of student experience.

Projects which support development in the following areas are encouraged:

- **Research-led education:** projects that are informed by the most recent research in the relevant topic. This could entail encouraging students to participate in research projects;
- **New applications for digital technologies:** Projects that pursue innovative, inclusive and impactful online experiential learning opportunities;
- **Multidisciplinary, global challenge topics** that may be linked to the UN Sustainable Development Goals (SDGs);
- **Student entrepreneurship:** Projects that provide students with the knowledge, skills, and resources to develop an entrepreneurial mindset.
- **Exchange of academic and professional knowledge:** Study visits or workshops to clearly and demonstrably aid the exchange of academic and professional knowledge, including sharing of good practice. Projects can be either curriculum based or extracurricular, but access should not be restricted to students in only one course or discipline.

Projects can be either curriculum based or extracurricular. The policies of the respective institutions shall apply to initiatives requiring adjustments to course learning outcomes and evaluation and/or which require course approval.

As the purpose of this fund is to support innovative education and new ways of conducting international partnership, requests for funding for international travel must be fully justified and should not normally form more than 20% of the total project budget. For example, to support networking of the project teams, sharing best practice in order to inform development/delivery of the project.

3. Applicant Eligibility and Application Process

At Imperial, the fund is open to permanent members of staff only. At TUM, applicants must be professors.

Please complete the joint application form together with your TUM or Imperial partner for the project. Completed application forms must be submitted to **both** globalseedfunds@imperial.ac.uk and globalfunds@tum.de. Only applications submitted before the deadline to these email addresses, and not that of the named contact, will be considered.

One proposal per principal applicant per call is permitted.

Each application should have one principal applicant based at Imperial and one principal applicant at TUM and should contain:

- A written case for support to address the following questions:
 1. Alignment to call: A description of the project and collaboration proposed, a brief description of the intended use and impact of the funding. Please refer to point 2 above for guidance.
 2. Impact on student experience: A description of how the project will benefit students at both institutions, and how it will facilitate students working together across institutions.
 3. Added value: Explanation of how the activities proposed generate demonstrable added value
 4. Sustainability and strategic value: A description of the long-term impact and development of the project
 5. TUM- Imperial partnership: A description of how the project team members from each institution will collaborate throughout the project
- A financial summary: Each application should provide information on the requested costs using the budget section of the application template (see 'Funding Requested').
- Applications must be completed on the application form provided below and within the word limit stated.

4. Funding

This call has a total indicative budget of ~£20,000 from Imperial and EUR 20,000 from TUM, to be awarded to 4-5 successful TUM and Imperial collaborating teams.

Total project budget requests are not expected to exceed £10,000 resp. €10,000 (equal partitioning £5,000/ €5,000 or in differing amounts, e.g. £6,500/ €3,500). Funds can only be spent on activities which fit the purpose of this call. Applicants are asked to itemise their budget using the tables in the application form (please see application form for details).

5. Budget Proposal and Management

Indicate the breakdown of the proposed budget and the detailed justification for each budget item in the Application Form. Detailed justifications must be provided for all resources required to successfully complete the project (e.g., explanation of why budget items are needed, how they will be used).

Eligible costs

Cost	Imperial eligible / not eligible	TUM eligible / not eligible
Student support costs (e.g student assistant costs at TUM/ student bursaries at Imperial)	eligible	Eligible (except PhD students)

Consumables	eligible	eligible
Travel and subsistence	eligible	eligible
Project related equipment	eligible	eligible
Professional services fees	eligible	eligible
Indirect and estate costs	not eligible	not eligible
Salary costs (staff)	not eligible	not eligible

The applicants also declare that the Imperial-TUM grant award will not be used for any item(s) funded or pending funding from other sources.

Specifics about the financial administration will be communicated upon approval. The relevant institutions' principal applicants are responsible for managing the money allocated to their project account in accordance with the budget committed in the accepted application.

5. Review and Selection of Applications

At Imperial, all eligible applications will be considered for funding by the Vice-Provost (Education and Student Experience) with assistance of a review panel with representatives from all Faculties, and the International Relations Office.

At TUM, eligible applications will be assessed by the Senior Vice President for Academic and Student Affairs with assistance of an expert review panel with representatives from the Board of Study and Teaching.

The panel will rank the proposals based on:

- excellence of education project;
- how the activities proposed generate demonstrable added value that has the potential to change teaching;
- the difference the funding will make, including clear justification of why this funding scheme is appropriate;
- how and when the project outcomes will become embedded into standard educational practices at each institution;
- innovative use of new learning formats;
- impact on student experience;
- TUM-Imperial partnership: the project demonstrates a full collaboration between TUM and Imperial team members in the design and delivery.

TUM and Imperial will then jointly review applications to make a final decision on which applications will receive funding. Details of how to access funds at each institution and the reporting guidelines will be outlined in the award letter sent to successful applicants.

6. Obligations of Fund Awardees

All successful grant holders will be expected to submit a Final Report and a Financial Report at the conclusion of the Imperial-TUM funded project.

7. Deadline, start dates and duration

The deadline for the call is **Thursday June 15th 2023**

- Decisions are expected to be announced by end of July 2023;
- Starting date for these grants is expected to be 1 August 2023; the maximum award duration is 12 months;
- Grant end dates must not exceed 31 July 2024; extensions will not be granted.

8. Contacts

Please contact your respective institution's coordinator if you have any queries about this grant:

Imperial College London

Laura Bulmer

International Relations
Office Imperial College
London Faculty Building
Level 2 London, SW7 2AZ
United Kingdom

+44 (0)20 7594 2533

globalseedfunds@imperial.ac.uk

Technical University of Munich

Dr. Cornelia Gotterbarm

TUM Center for Study and Teaching
Technical University of Munich
Arcisstr. 21
80333 Munich
Germany

+49 89 289 22819

globalfunds@tum.de