

# Imperial College London – Nanyang Technological University Education Fund

## CALL DOCUMENT AND GUIDANCE FOR APPLICANTS

### Context and Purpose

The Imperial College London (Imperial) – Nanyang Technological University (NTU) Education Fund aims to support new collaborative education projects. The fund encourages 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 incentivise the set-up of new teaching and learning formats which offer sustainable long-term benefits.

Digital technologies provide new avenues for developing international exchange and partnerships in education which have the potential to benefit more students than ever before. The fund supports both online and in-person activities, but all projects are encouraged to incorporate digital innovations appropriate to achieving their project goals.

By jointly developing educational initiatives, NTU 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 push the boundaries of what is possible in teaching and learning.

### 1. Types of Projects

1.1 Projects are expected to benefit students and staff at both institutions. Applicants must clearly state the impact that the award will bring to both institutions in terms of student experience, and, where possible, involve staff-student partnerships in the design and delivery.

1.2 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 are 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 through joint projects or creating experiential learning opportunities (e.g. joint hackathons).
- **Flexible lifelong learning/practitioner education:** Projects that meet the needs of learners at different stages of their lives and careers.
- **Learning analytics:** projects that foster knowledge exchange on approaches to building learning analytics platforms, and structures, and designing metrics to support and enhance the student experience.
- **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 to underpin the preparation of a long-term collaborative partnership (e.g. preparation of a PhD summer school, joint module delivery, future exchange agreement, etc)

1.3 All projects are encouraged to incorporate digital innovations appropriate to achieving their project goals in line with institutional education strategies:

- NTU: [NTU 2025 Strategic Plan](#)

- Imperial: [Learning and Teaching Strategy](#)

- 1.4 Projects can be either curriculum based or extracurricular. Interdisciplinary projects are particularly encouraged.
- 1.5 The policies of the respective institutions shall apply to initiatives requiring adjustments to course learning outcomes and evaluation and/or which require course approval.
- 1.6 Proposals to support existing partnerships should clearly state how this fund would add value to the relationship and funding that is already in place and how the funds would enable the project to become sustainable beyond the project period with the activity becoming embedded into the educational delivery at both institutions.
- 1.7 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 are **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.

## 2. Applicant Eligibility and Application Process

- 2.1 At Imperial, the fund is open to permanent members of staff only. At NTU, the fund is open to full-time faculty members.
- 2.2 The principal applicants from Imperial and NTU are to complete the Joint Application Form in Annex A together for the project. Completed application forms must be submitted to both [globalseedfunds@imperial.ac.uk](mailto:globalseedfunds@imperial.ac.uk) and [CTLP-Edugrant@ntu.edu.sg](mailto:CTLP-Edugrant@ntu.edu.sg). Only applications submitted before the deadline to these email addresses, and not that of the named contact, will be considered.
- 2.3 **One proposal per principal applicant per call is permitted.**
- 2.4 The completed application form should be a maximum of 6 (six) A4 pages (minimum 10 point font – Arial; minimum margins of 2 cm). Any additional details can be part of an appendix.
- 2.5 **Each application should have one principal applicant based at Imperial and one principal applicant at NTU** and should contain:
  - A written case for support to address the following questions:
    1. Project Summary: A description of the project and collaboration proposed, a brief description of the intended use and impact of the funding. Please refer to point 1 above for guidance.
    2. Significance: Explanation of how the activities proposed will enhance education and teaching practices at both Imperial and NTU.
    3. Student experience: A description of how the project will benefit student experience at both institutions, and how it will facilitate students working together across institutions.
    4. Outcomes: Discuss how you will know if the collaborative project has been successful in achieving the intended outcomes.
    5. Sustainability: A description of how and when the project outcomes will become embedded into standard educational practices at each institution following the initial seed funding
    6. NTU-Imperial partnership: A description of how the project team will collaborate throughout the project and the benefits of involving of team members from each institution.
    7. Dissemination of project: Outline how the completed project will be disseminated within NTU and Imperial College London to communicate results, outcomes and potential for others to adopt and adapt.
  - A financial summary: Each application should provide information on the requested costs using the budget section of the application template (see 'Funding Requested').

### 3. Funding

- 3.1 This call has a total indicative budget of £20,000 from Imperial and S\$33650 from NTU Singapore, to be awarded to up to 5 successful NTU and Imperial collaborating teams.
- 3.2 Total project budget (Imperial and NTU) requests are not expected to exceed GBP 10,000 resp. <sup>1</sup>SGD 16,800 based on the latest prevailing SGD exchange rate (equal partitioning £5,000/ S\$8,400 or in differing amounts, e.g. £3000/ SGD5,040). 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).
- 3.3 Once approved, the application grant quantum cannot be increased. Hence, applicants are advised to prepare their budgets carefully.

### 4. Budget Proposal and Management

- 4.1 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). Adherence to budgetary norms is expected in all areas. Otherwise, the proposal may be rejected.
- 4.2 The applicants also declare that the Imperial-NTU grant award will not be used for any item(s) funded or pending funding from other sources.
- 4.3 All monies will be disbursed upon award of the grant. 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.
- 4.4 Imperial-NTU funds are to be used to develop new teaching, learning and student experience opportunities at Imperial and NTU. Eligible costs:

Imperial College		NTU	
Cost	eligible / not eligible	Cost	eligible / not eligible
Student support costs (e.g student bursaries)	eligible	EOM (Manpower)	eligible
Consumables	eligible	OOE (Materials & Consumables) OOE (Subject/Volunteer Payment)	eligible
Travel and subsistence	eligible	OOE (Travel)	eligible
Project related equipment	eligible	OOE Related Expenses (Other Miscellaneous cost)	eligible
Professional services fees	eligible	OOE Related Expenses (Other Miscellaneous cost)	eligible
Indirect and estate costs	not eligible	Indirect and estate, IT equipment, personal productivity communication tools	not eligible
Salary costs (staff)	not eligible	Teaching release	not eligible

<sup>1</sup> Based on an exchange rate of 1.68 (rounded to the nearest 100) for 23 December 2024

## 5. Review and Selection of Applications

- 5.1 At Imperial, all eligible applications will be considered for funding by a cross-College review panel with representatives from all Faculties and the Educational Development Unit.
- 5.2 At Nanyang Technological University, all eligible applications will be considered for funding by the Deputy Provost (Education) with assistance of a review panel with representatives from all Faculties and the Centre for Teaching, Learning and Pedagogy.
- 5.3 The Panel will consider the following criteria when reviewing applications:
- how the activities proposed will enhance education and teaching practices at Imperial and NTU
  - clarity of project outcomes
  - how and when the project outcomes will become embedded into standard educational practices at each institution
  - innovative use of new learning formats
  - positive impact on student experience at both institutions
  - extent to which the project demonstrates a full collaboration between NTU and Imperial team members in the design and delivery
  - alignment of the budget with the fund's guidelines regarding use of funding
  - how the project's insights and outcomes will be shared and communicated within NTU and Imperial College London
- 5.4 NTU 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

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

## 7. Important Dates

Information session	Thursday 15 February 9am UK/5pm Singapore (For registration details, please see section 8)
Application Close	Friday 3 May 2024
Feedback and revision for shortlisted projects	June 2024
Result Announcement	July 2024
Project Commences	01 August 2024 (Project duration: Up to 12 months)
Project Completion	By 31 July 2025 (extensions will not be granted)

## 7. Information sessions and partnership support

An online information will be held on **Thursday 15 February 9am UK/5pm Singapore**. This session will be open to Imperial and NTU and will provide details of the fund, examples of previous Education Fund projects and information about support available for identifying partners for collaboration.

Please sign-up here to receive the meeting invitation and link:  
[https://imperial.eu.qualtrics.com/jfe/form/SV\\_4O7WI0H5t5UD7o2](https://imperial.eu.qualtrics.com/jfe/form/SV_4O7WI0H5t5UD7o2).

## 8. Contacts

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

<p><b>Imperial College London</b></p> <p>Laura Bulmer</p> <p>International Relations Office Imperial College London Faculty Building Level 2 London, SW7 2AZ United Kingdom +44 (0)20 7594 2533 <a href="mailto:globalseedfunds@imperial.ac.uk">globalseedfunds@imperial.ac.uk</a></p>	<p><b>Nanyang Technological University</b></p> <p>Jeanette Choy</p> <p>Centre for Teaching, Learning and Pedagogy Nanyang Technological University, Singapore 50 Nanyang Avenue LT19A-B4-01 Singapore, 639798 +65 6592 3738 <a href="mailto:CTLP-EduGrant@ntu.edu.sg">CTLP-EduGrant@ntu.edu.sg</a></p>
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# Annex A: Imperial-Nanyang Technological University Education Fund Joint Application Form

This form must be completed using 10pt Arial font. Margins must not be adjusted. Where the form has been adjusted or incorrect font used, the proposal will be returned to the applicant without further assessment. *(Remove all words in blue when you submit your application).*

Please send the completed application form to [globalseedfunds@imperial.ac.uk](mailto:globalseedfunds@imperial.ac.uk) AND [CTLP-EduGrant@ntu.edu.sg](mailto:CTLP-EduGrant@ntu.edu.sg) . Deadline: 3 May 2024

## **Part (I): SUBMISSION DECLARATION FORM**

### 1. Applicant Details – Imperial College London (Imperial)

Name of Imperial principal applicant	Department
Current position <i>(Note that Imperial principal applicants must be permanent members of staff)</i>	Email address

Name of Imperial co-applicant (if relevant)	Department
Current position	Email address
<i>(duplicate co-applicant section as necessary)</i>	

### 2. Applicant Details – Nanyang Technological University (NTU)

Name of NTU principal applicant	Department
Current position <i>(Note that NTU principal applicants must be permanent faculty members)</i>	Email address

Name of NTU co-applicant (if relevant)	Department
Current position	Email address
<i>(duplicate co-applicant section as necessary)</i>	

3. **Collaboration information**

This project is a/an:

- New Collaboration
- Existing Collaboration (please provide a concise overview of the current collaboration below)
- Resubmission (please describe succinctly how this proposal has been adjusted)

If this collaboration is not new, kindly provide a brief description of the nature of the existing partnership, within a limit of 150 words.

**Part (II): Project Information**

1. **Case for Support (Please keep this section to not more than 2 pages. Please ensure you address all parts of this section.**

<b>Project title (15 words max)</b>	
<b>Duration (max until 31 July 2025)</b>	<b>Expected start date</b>
<b>Project Summary: Please provide a brief description of the project, the nature of the proposed collaboration, the intended purpose of the funding and its expected outcomes and impact.</b>	
<b>Significance: Please explain how the proposed activities will lead to enhancement to education and teaching practices at both Imperial and NTU. You may substantiate your proposal with compelling arguments and relevant data to support its potential impact on education and teaching practices.</b>	

**Student Experience:** Please describe what aspects of the student experience will be improved and how this is expected to happen. Also, outline how students will be involved in the project.

**Outcomes:** Discuss how you will know if the collaborative project has been successful in achieving the intended outcomes.

**Sustainability:** Please explain how and when the project outcomes will become embedded into standard educational practices at each institution following the initial seed funding. For example, indicate a host department for a proposed future module, intention to develop a MOOC etc.

**NTU-Imperial partnership:** Please outline how the project team will collaborate throughout the project, the roles and expertise brought by members of the team, and the benefits to the outcome of the project of involving team members from each institution.

**Dissemination of project:** Please outline how the completed project will be disseminated within NTU and Imperial College London to communicate results, outcomes and potential for others to adopt and adapt.



## 2. Project Timeline (Please keep this section to not more than 1 page)

Please provide a proposed timeline for your project which outlines key milestones, dates and responsibilities of each partner from the project start date to the project end. This includes the details of how the project team will communicate throughout the project.

## 3. Details and Justifications of Proposed Budget

*Funds can be used to support students (at Imperial: student bursaries), consumables, professional services fees, travel and subsistence and equipment. For NTU, please refer to Appendix A for general budgeting guidelines.*

*Funding awards to successful project will be made to the principal applicant from each institution: NTU principal applicants will receive funds from NTU, and Imperial principal applicants will receive funds from Imperial. In most cases, funds cannot be used for items which will only benefit individuals from the partner institution. For example, student bursaries at Imperial must be paid by Imperial and cannot be covered by NTU. Please take this into account when determining the funding amounts requested from each institution.*

**Please outline how you plan to allocate the funding in the table below.**

### Funding requested by Imperial College London Applicant

Item	Details and Justification	Cost	Total (GBP)
Student support costs (e.g student bursaries)			
Consumables			
Travel and subsistence			
Project related equipment			
Professional services fees			
Other costs			
Total Funding Requested (GBP)			

### Funding requested by Nanyang Technological University Applicant (Refer to Imperial-NTU Education Fund Guidance: Appendix A for guidelines)

Item	Details and Justification	Cost	Total (SGD) Specify the exchange rate and the date (e.g., 1 GBD to ?? SGD as of MMY).
EOM (Manpower)			
OOE (Materials & Consumables) <i>Note: Any item above \$2,000 requires a strong justification.</i>			
OOE (Subject/Volunteer Payment)			
OOE (Travel)			
OOE Related Expenses (Other Miscellaneous cost)			
Others			

Total Funding Requested (SGD)	
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**Part (III): Approval from Chair/Head of School (Only applicable to NTU applicants)**

To be completed by College/School.

**Chair/Head of School Endorsement**

Signature:  Name:	Date:
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## **Appendix A : Guidelines on Budgeting (For NTU)**

### **EOM (Manpower)**

Student Assistant (Degree) - SGD 10/hour  
Student Assistant (Masters) - SGD 15/hour

### **OOE (Materials & Consumables)**

Items or services (e.g., reference materials, subscriptions) are allowable only if these are directly related to the project. Grant awardees should consult with their respective Schools and/or the university on the availability of such items/services to ensure that amount funded are utilise appropriately.

### **OOE (Subject/Volunteer Payment)**

Surveys - SGD 5 - SGD 10 / per survey  
Individual Interviews or Focus Group - SGD 10/hour

*For accountability, we recommend using vouchers / gift cards (e.g., Starbucks) to reimburse participants. Grant Awardees are to keep a record on the voucher distribution. We generally do not recommend reimbursement for transport / food allowance unless strong justification is provided.*

### **OOE (Travel)**

The Grant Awardee has to ensure that: (i) all travel expenses are in line with the consistently applied travel policy on business travel at NTU; (ii) the purpose of the travel should be directly relevant to the project and necessary to accomplish the project objectives.

The total funding for travel and subsistence will be pegged at 20% of total project direct costs awarded to each NTU awardee.

### **OOE Related Expenses (Other Miscellaneous cost)**

#### Transcription

Simple transcribing (one-on-one or one-on-two) - SGD 35 / audio-hour  
Simple transcribing (with translation) - SGD 56 / audio-hour  
Classroom talk / focus group (>3 participants) - SGD 60-80\* / audio-hour  
*\* remuneration is based on complexity of the recording*

#### Project related equipment

Allowable, if specifically budgeted for the project and the equipment is used extensively for the benefit of the project funded by the Imperial-NTU Education fund.

The period of maintenance funded from the Imperial-NTU Education fund should be restricted to the duration of the project. For new equipment, maintenance should not be budgeted for the duration the equipment is under warranty (e.g. Year 1) and quotations for maintenance contract must be included.

#### Professional services fees

Allowable, if deemed necessary, specifically justified and provided for in the fund application/variation request.

The proposal must show how the required professional service contribute to the project and why the work cannot be performed by the project team. To include credential of the service provider(s) and fee breakdown.

### **Not fundable**

Teaching Release

Undergraduate tuition support

Purchase of IT equipments (i.e. computer equipment, and printers) and personal productivity tools communication expenses (i.e. smartphones) are generally not allowed unless they are deemed essential to the project and have been approved by approving authority.