

eSTEEem Project Plan Supplementary Information

All submissions will be acknowledged. If you are applying for more than one project then please submit a separate form for each.

Before completing the submission form please ensure:

- you have discussed your idea with your School Scholarship Lead if your proposal falls outside an official call cycle;
- you have conducted a search on the [Scholarship Exchange](#) to check whether there has been any similar research/projects in the area you wish to investigate; and
- you have read the criteria and notes below.

Criteria

Projects may be put forward by faculty management, an individual or groups of academics. A project will only be accepted if:

1. it is relevant to the identified themes (as detailed in your discussion with the eSTEEem directorate)
2. it will impact favourably on student experience and/or institutional effectiveness/efficiency;
3. it will produce deliverables/outputs
4. there is a workload allocation for the staff involved
5. there is appropriate resource available and the project represents value for money
6. there are opportunities for engaging others with the work – i.e. there is a dissemination plan
7. there is a clear evaluation process
8. the project plan is agreed through appropriate management routes.

Notes

1. You may find it useful to complete the *eSTEEem Initial Planning Activity* which is available on the eSTEEem website (see 'Documents' section). This takes you through an action research process and asks relevant questions to help you in planning your project. The **[CAPITALS]** in the form headings (section 2) relate to this action research process. These words are referenced here to help you transfer your thoughts from the *initial planning activity* document to the project plan form.

2. In addition to the deliverables identified in **2E** sub-section **ii**, please note that the following deliverables should be produced as part of the project and will be made available through eSTEEem.

- eSTEEem article for website/e-newsletter
- Short and final reports
- Contributions to annual conferences i.e. papers, presentations, posters
- Journal publications, book chapters

3. Funding may be used for:

- Consultancy fees for ALs to help with interviews, etc. These will need to be arranged through the eSTEEem Manager
- Conference fees and travel expenses

- Incidental expenses (e.g. photocopying, telephone, postage)
- Additional computer hardware and software
- Transcription costs
- Hospitality to arrange external meetings/focus groups but these must first be formally negotiated with the eSTEEem Manager
- Other items negotiable with the eSTEEem Manager once projects have been agreed

A note about additional resources

Some projects may require input from other units e.g. LTI/IT. Once projects have been agreed, you will be invited to discuss your needs with us and we will attempt to negotiate necessary resources from other units (e.g. software development from LTI) on your behalf or find other cost-effective solutions. For the benefit of the project proposal process, please provide as much information as you can; we accept this area may not be fully formulated.

Aligning your eSTEEem project with Applaud

Applaud is the Open University's Higher Education Academy (HEA) accredited professional development programme. Participants have the opportunity to demonstrate their eligibility for one of the four categories of HEA by reflecting on their practice as teachers or supporters of student learning. As a member of an eSTEEem project team you are encouraged to consider whether you could use your project as the basis of a claim of HEA fellowship through Applaud.

The requirements are set out in detail on the [Applaud](#) website and they relate to the [UK Professional Standards Framework \(UKPSF\)](#), which has been reversioned into the Open University context as the [Applaud Principles](#). Applaud claims take as their focus your practice in relation to student learning. You would be supported in the preparation of your submission by an Applaud mentor.

For example, an eSTEEem project might investigate a particular approach to assessment. The focus of the project might be the assessment intervention, and its impact on student performance. Your associated Applaud claim would take a more personal focus. You would explain why you were interested in this assessment issue and what motivated you to investigate it. The progress and findings of your eSTEEem project would be interpreted in terms of your own professional learning and development. You would identify how the project had altered your understanding of the issue and how your future practice would change as a result.

In terms of the HEA Fellowship categories:

- For HEA Associate Fellowship developing an Applaud claim based on an eSTEEem project would be normally a very straightforward task
- For HEA Fellowship the requirements are broader but most eSTEEem projects would provide a sound basis for an application. Your Applaud mentor would be able to provide advice and support
- For HEA Senior Fellowship the requirements include demonstration through Applaud of both your expertise in learning and teaching and evidence that this expertise had had an impact on the practice of colleagues. Some Applaud projects in the dissemination phase would meet these requirements and your Applaud mentor would be able to advise you how best to match your evidence to the UKPSF

- For HEA Principal Fellowship very wide-ranging strategic influence must be demonstrated and it is unlikely that an eSTeEM project on its own would provide a good basis for an Applaud application

Applaud is designed to be flexible and to align with a wide range of activities, so if your eSTeEM project itself does not fit it is possible to base your Applaud claim for fellowship on other teaching-related work. To find out more, visit the [Applaud website](#) where you will find detailed advice and guidance, a registration form, as well as forums for advice.