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).

|  |  |  |  |
| --- | --- | --- | --- |
| Project Title |  | | |
| Lead Contact |  | | |
| 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. [300 words max] | | | |
|  | | | |
| Rationale  Specify how the project will build on existing research and scholarship and explain how the project relates to the University’s and Unit(s) strategic plans [300 words max] | | | |
|  | | | |
| 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 | |
|  | |  |  | |  | |
|  | |  |  | |  | |
| 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. | | | | | | |
|  | | | | | | |
| Collaborators  If any other groups will be asked to support the project activities, such as module teams, employers or professional associations, list them here and explain the role they will be asked to undertake. Where applicable identify the contact person and briefly describe any relevant previous collaborations. | | | | | | |
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# The project work plan

To specify the project work plan please identify the aims, activities, outcomes and risks associated with the project below and complete the work plan table provided at the end of this form.

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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 and their expected completion dates. [300 words max] |
|  |
| Outcomes, dissemination and impact  Identify the anticipated outcomes that will be realised during the project and specify the planned dissemination activities (e.g., venues for presentations and publications) and pathways to impact (e.g., mechanism to apply the findings and enhance practice during and after the project). [300 words max] |
|  |
| 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] |
|  |

# Budget

Limited funding is available to pay for directly incurred human-resource costs (e.g., Associate Lecturers, consultants or students), transcription costs, contributing to conferences, project travel and subsistence expenses, consumables and equipment. Please specify the anticipated costings for your project activities and any opportunities for external funding or income generation.

|  |  |  |  |
| --- | --- | --- | --- |
| Expenditure by financial year | | | |
| Category | Description | Cost (£) 1st Aug 2022 – 31st July 2023 | Cost (£)  1st Aug 2023 – 31st July 2024 |
| Consultants e.g., Associate Lecturers  *If project is led/co-led by an AL, please include the cost of their Additional Duties Contract and those of any additional ALs.*  *Day rate (£162.12 per day + NI)* |  |  |  |
| Transcription costs  OU transcription costs approx. £17.41 per hour + VAT (10 mins recording takes approx. 30 mins to transcribe) |  |  |  |
| Conferences (internal and external)  Specify each conference and your anticipated contribution e.g., attending or presenting |  |  |  |
| Travel and subsistence  Specify anticipated journeys and costs |  |  |  |
| 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 the proposed project.

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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. |
|  |
| School Scholarship Lead endorsement  Please include an e-signature or email [esteem@open.ac.uk](mailto:esteem@open.ac.uk) confirming your endorsement. |
| I confirm that the project team has my support in submitting this proposal to eSTEeM.  Name:  Position:  Signature: |
| Head of School/Lead Line Manager authorisation  Please include an e-signature or email [esteem@open.ac.uk](mailto:esteem@open.ac.uk) confirming your authorisation. |
| I confirm that the project team has my support in submitting this proposal to eSTEeM and if successful, the specified workload for each team member will be allocated in their workload plan.  Name:  Position:  Signature: |

**Project work plan**

Please complete the following work plan table summarising the information provided in Section 3 of the eSTEeM project proposal form.

Project title:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Aims and objectives | Research activities and milestones | Completion date | Outcomes, dissemination and impact | Risks and mitigations |
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