

**Imperial College London – Technical University of Munich Education Fund
Initiatives in Online Experiential Education - from virtual labs to virtual field trips**

CALL DOCUMENT AND GUIDANCE FOR APPLICANTS

1. Context and Purpose

Imperial College London and TUM have formed a strategic partnership by signing a Memorandum of Understanding to foster collaboration between the universities in education, research and innovation. Both institutions recognise that collaborative activities enable cross-border pooling of capabilities and sharing of expertise, the opportunity to appreciate different perspectives, and new ideas and innovation.

Multi-mode delivery offers an opportunity to develop new approaches to teaching and learning, utilising new digital technologies to deliver an excellent student experience. The TUM-Imperial partnership opens up opportunities to build on our institutions' individual successes in this area and combine expertise and efforts to jointly develop new online experiential learning opportunities together with our students. To support these new collaborative efforts in getting underway, a second round of the TUM-Imperial education seed fund has been established. The fund is designed to incentivise the set-up of new virtual learning formats which offer sustainable long-term benefits. By jointly developing online educational experiential 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 push the boundaries beyond what is possible in teaching and learning. Digital technologies provide new avenues for developing international exchange and partnerships in education which have the potential to benefit more students than ever before, including but not limited to the context of lifelong learning and practitioner education.

The fund supports the pursuit of new applications for digital technologies to develop innovative, inclusive and impactful online experiential learning opportunities for the future.

2. Imperial - TUM Education Fund (Initiatives in Online Experiential Education)

Projects which support development in the following areas are encouraged:

- online delivery of practical labs/fieldtrips and other experiential learning opportunities
- flexible lifelong learning/practitioner education
- multidisciplinary, global challenge topics
- project-based teaching
- student entrepreneurship

All projects are expected to incorporate digital innovations appropriate to achieving their project goals.

Projects are expected to have a strong student-staff partnership. Applicants must make clear in their application how and to what extent students and staff will be involved in the project development, and how the project will involve students from both institutions working together.

Projects can be either curriculum based or extracurricular, but access should not be restricted to students in only one course or discipline.

Proposals to support existing partnerships should clearly state how this fund would add value to the relationship and funding that is already in place.

Proposals for a second round of funding from existing award recipients must clearly state 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.

In addition, Imperial and TUM plan to arrange virtual networking opportunities to allow awardees to connect with each other and share experiences, tips and outcomes of their projects.

As the purpose of this fund is to support innovative online education and new ways of conducting international partnership, international travel costs are not expected to form a significant part of the budget. Where funds for travel costs are requested, they should form no more than 20% of the total project budget, and clear justification should be given. For example, to support networking of the project teams.

3. Funding

This call has a total indicative budget of £50,000 from Imperial and €50,000 from TUM, to be awarded to 10-12 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).

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 (maximum 20% of the budget)	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

4. How to apply

At Imperial, the fund is open to permanent members of staff only. At TUM, only professors are eligible to apply.

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. Student-staff partnership: A description of how the project will involve students and staff working as partners, and how it will facilitate students working together across institutions.
 3. Added value: Explanation of how the activities proposed generate demonstrable added value that has the potential to change teaching
 4. Sustainability and strategic value: A description of the long-term impact and development of the project, and how it will add value to the strategic partnership between TUM and Imperial.
- A financial summary: Each application should provide information on the requested costs using the budget section of the application template (see 'Funding Requested').
- Applicable only to Imperial Applicants: An InfoEd statement is not needed.

Applications must be completed on the application form provided below and within the word limit stated.

5. Deadline, start dates and duration

The deadlines for the call is **Thursday, 30 September 2021**.

- Decisions are expected to be announced by end of October 2021.
- Starting date for these grants is expected to be 1 November 2021; the maximum award duration is 14 months;
- Grant end dates must not exceed 31 December 2022; extensions will not be granted.

6. Review and Selection of Applications

At Imperial, all eligible applications will be considered for funding by the Vice-Provost (Education) 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
- depth and quality of student-staff partnership in project design and delivery
- 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.

7. Contacts

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

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