# Enterprise Education and Research Project Fund

### EERPF 2021/2022: 11th Call Application Form

DEADLINE – Tuesday 1st June 2021 at midnight

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| This application form should be completed as concisely as possible. The boxes can be expanded as necessary. **All applications must use the headings listed below. Please do not delete any sections.**  Once your application form has been completed and signed off as required, please forward an electronic copy of this form to [**lynn@enterprise.ac.uk**](mailto:lynn@enterprise.ac.uk)  All submissions will be acknowledged by email and any late applications will not be accepted.  Digital signatures are required from all relevant parties and must be included in the submission.  **Key Dates**   |  | | --- | | **Applications open:** Week commencing 12th April 2021 | | **Applications close**: Tuesday 1st June 2021 at midnight (late submissions will not be accepted) | | **EEUK panel deliberations:** June 2021 | | **Award notification:** July 2021 | | **Funding commences:** From 1st August 2021 | | **Funding ends:** 31st July 2022 | | **Dissemination of outcomes:** September 2022 at IEEC | | **Short post-project impact report (for category C research only):** No later than 31st July 2023 (See Terms and Conditions, point 8) | |

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| **EERPF Category**  **A, B or C** |  |

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| **1. Title of the project** |  |

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| **2. Summary of project** | **Please give a brief summary of the planned project suitable for publication on the EEUK website if your project is funded (100 words).** |
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| **3. Lead applicant** |  |
| Name  Organisation  Current Post  Contact email Address  Tel. Number |  |

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| **4. Project Team** | **Who are the other members of the project team?**  If there are more than two other members please keep adding to this section | | |
| Name  Post  Organisation  Name  Post  Organisation |  | | |
|  | **Briefly describe the role of each project team member (100 words)** | | |
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| **5. EEUK Aims** | | | **Please indicate how the project will contribute towards attaining at least three of the aims of EEUK** | |
| Indicate applicable aims | | | * To increase the scale, scope and effectiveness of enterprise education initiatives (curricular and/or co/extra-curriculum) that can be utilised by EEUK members * To develop new areas of applied enterprise education which link with the national focus on the needs of students, graduates, employers and the economy * To encourage more inter-faculty/department enterprise education * To underpin the curriculum with research in new and developing approaches to embedding enterprise education in the curriculum and/or co/extra-curriculum * To provide evidence of the effectiveness and impact of enterprise education * To provide mentoring of first time/early career enterprise educators by more experienced staff. | |
|  | | | **Narrative [up to 100 words]** | |
| **6. EEUK Priority themes** | | **Please indicate how the project will contribute towards a selected EEUK priority theme** | | |
|  | | **EEUK priority themes for 2021-22:**   * Contributing to the Knowledge Exchange Framework (KEF) agenda, in the Local Enterprise Partnership (LEP) context [where applicable in England] * Internationalising enterprise education and partnerships in the context of Brexit * Social innovation, enterprise, community engagement * Enterprising learning in Further/Higher apprenticeships and vocational FE/HE collaboration * Innovative approaches and applications using theoretical conceptual and policy frameworks in enterprise / entrepreneurship education, e.g. EntreComp; Effectuation; Design Thinking etc. * Incorporating and embedding Equality, Diversity and Inclusivity (EDI) policies within enterprise education delivery * The value and benefits of enterprise education for both the HEI or FE institutions and their students * Sustainability (ethical or planetary) and its relationship with enterprise education * Locally identified key economic, educational or social policy area applicable to your institution * Developing new, creative, innovative approaches to delivering enterprise education online and/or at a distance. | | |
|  | | **Narrative [up to 100 words]** | | |

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| **7.Deliverables** | **What are the principal deliverables and outputs from the project?**  What will be produced, and when?  Please note that these should reflect the specific aims of the awards as detailed in the summary document  **The deliverables are contractually binding and can only be varied by written agreement with EEUK** |
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| **8. Method and project plan** | **Please outline how you plan to achieve your deliverables. Include a workplan, including start and end dates for each stage of the project.** |
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| **9. Impact** | **Explain how you plan to evaluate and measure your impact in the field. Will this have a local, national or international reach?** |
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| **10.**  **Engagement &**  **Dissemination** | **It is a requirement that findings / outputs / outcomes of the project will be made publicly available to the EEUK members and the wider enterprise education community.**  **Please provide your plan for engaging with the EntEd community and sharing your work to support further adoption. This must be achieved through:**   * Presenting a 45 minute session at IEEC 2022 * Producing useable resource(s) for publication on the EEUK Enhancing the Curriculum Toolkit (ETC Toolkit) <http://www.etctoolkit.org.uk/> * Publication on the EEUK website   Plus at least one other from one of the following options below: -   * Contributing at an EEUK Enterprise Exchange Event * Contributing at ISBE/EEUK Community of Interest in Research in Enterprise Education (REntED) * Another appropriate conference dissemination (internal or external) * Online videos * Open access media including journals and institutional repositories. |
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| **11. Other Funding** | **Have you applied for other funding in relation to this project? YES / NO**  **(Please delete as appropriate)** |
|  | **If YES, please list all applications stating the type of funding, the name of the organisation, the date of the application, the amount applied for/received and/or the date of the outcome.** |
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| **12. Project Budget** | **Please list all items required for the project for the duration of the funding.** | |
| **Pay cost**  **(personnel)** | **-**  **-**  **-**  **-**  **Total pay: £** | |
| **Travel** | **-**  **-**  **-**  **-**  **Total travel: £** | |
| **Equipment &**  **others** | **-**  **-**  **-**  **-**  **Total equipment & others: £** | |
|  | **TOTAL COSTS: £** | |
| **How much funding is requested for this project?**  **If additional funding is secured/being sought please provide details below:** | | **£** |

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| **Briefly explain why the pay costs, travel, items of equipment and other miscellaneous items requested (see table above) are necessary for the project.** |
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| **Lead applicant to discuss the project budget**  **with the relevant Finance Officer** |

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| **Lead Applicant to obtain the necessary appropriate signatures** | |
| **AGREEMENT** | **SIGNATURE** |
| I confirm that the information submitted in this proposal is complete and correct and that this project will be conducted in accordance with The University Ethics Policy. | **Lead Applicant:** ……………………………  **Signature:** …………………………………………….… |
| Having discussed this project budget with the applicant I confirm the detailed costs have been checked. | **Finance Officer: ………….…………………………**  **Signature: …………………………………………….…** |
| Having discussed this proposal with the applicant I confirm that the research project fits within the current Faculty / Service Plan and priorities.  If it is a cross faculty / service project, or involves more than one faculty / service signatures must be obtained from BOTH areas. | **On behalf of the Faculty / Service**  **Name:** …………………………….…………..….……  **Signature:** ………………………….…………….….  **Post: Dean / Director of Faculty / Service**  (please delete as appropriate) |
| **On behalf of the Faculty / Service**  **Name:** ……………………………….…….…….……  **Signature:** ……………………….………………….  **Post: Dean / Director of Faculty / Service**  (please delete as appropriate) |

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| **Additional comment from the Dean of Faculty (optional)** |

# Thank you for completing this form.

# Now please send an electronic copy to [lynn@enterprise.ac.uk](mailto:lynn@enterprise.ac.uk)

**Award Payment Schedule**

1. 40% at award notification for all categories (A, B & C)
2. 60% on completion of a satisfactory final stage report for categories A and B only. Payment for category C will be 40%
3. 20% on completion of a satisfactory impact report for category C only.

**Reporting Schedule**

1. First stage report - no later than 30th November 2021
2. Second stage report - no later than 31st March 2022
3. Third stage report - no later than 31st July 2022
4. Impact report – no later than 31st July 2023 (for category C only).

**Terms and Conditions**

1. All applicants must be employed by institutions that are fully paid-up members of Enterprise Educators UK (EEUK)
2. The EERPF category must be stated clearly within the bid submission
3. The award year runs from 1st August 2021 to 31st July 2022
4. Each single institutional award will be a maximum of £5,000. Collaborative bids from no more than three institutions is permissible and may request up to maximum of £7,500
5. Only one bid per institution can be funded per award year and the funding will be paid to the lead institution only (if part of a collaborative bid)
6. There isn’t a restriction as to the numbers of individuals (staff members) that can be involved within a bid(s)
7. There isn’t a limit to the number of entries which may be made by an institution, however, only one bid will be funded, be it as a single bid or part of a collaborative bid
8. Should an application involving two institutions be successful and one of those institutions needs to be replaced (for whatever reason); the remaining institution must inform EEUK immediately, to a) formally withdraw and return the initial funding or b) to identify and recommend a replacement institution, subject to EEUK approval
9. The total fund available for the 11th call for bids is £25,000. EEUK reserves the right to award less than this amount if the applications submitted are not deemed, by the judging panel, to be of sufficient quality
10. Board members of Enterprise Educators UK are not eligible to apply themselves. Other applicants in their organisations are eligible to apply
11. Successful applicants must agree to disseminate outcomes of the project as stipulated in point 4 of the Judging Criteria
12. Due to the nature of EERPF, EEUK will not sign non-disclosure statements. Any data or information discussed or divulged in the bid proposal and dissemination should be considered information that will enter the public realm, and applicants should not assume any right of confidentiality in any data or information discussed, divulged, or presented in any of the dissemination events
13. As previously stated, any materials produced as an outcome of any award will be made publicly available on the EEUK website. However, the Intellectual Property of any submitted ideas will remain with the applicant(s)/institution(s) (as appropriate) and any arrangements they have made with their project/research team or other previously involved parties. EEUK will not engage in any IP agreements between institutions and their project/research team. It is the responsibility of the applicants to confirm that they have the right to exploit the intellectual property contained in their submission and to take appropriate steps to protect it. EEUK is not liable for any applicant’s breach of a third-party IP
14. If an applicant uses copyrighted materials and/or images from a third-party in their submissions or presentations, they must obtain permission and authorisation in advance from the owners to use this material
15. Successful applicants must produce satisfactory progress reports, adhering to the Reporting Schedule previously stipulated
16. Successful applicants for category C only, must complete a short project impact report no later than 12 months after the completion of the funding period (details of the report will be provided by EEUK)
17. Any requests for extensions must be received by EEUK in writing ahead of the stipulated Reporting Schedule dates and/or any other EERPF deadlines
18. EEUK will pay the first 40% of the funding awarded on receipt of an invoice, on or after the 1st August 2021. The final 60% of the funding will be paid on receipt of an invoice when EEUK judges that the project has been satisfactorily completed
19. Funding awards will not support full economic costing or additional salary payments to staff; only back-fill costs for staff will be supported
20. Applicants will need to contact their Faculty/Service Finance Officer to have their project expenditure signed off prior to submission
21. Only digital or ‘wet’ signatures are permissible when submitting the bid proposal
22. EEUK retains the right to reclaim the initial first funding payment or withhold all or part of the final payment if it is deemed that that satisfactory progress has not been made against the approved submission outcomes
23. EEUK retains the right to reject funding applications from individuals or organisations where it considers that previous EERPF project work undertaken or other EEUK commitments have not been fulfilled
24. EEUK reserves the right to reject any application or plan that is not submitted in accordance with the stated format
25. EEUK reserves the right to make any changes to the important dates and terms and conditions of the EERPF. Applicants will be sent electronic notification of any changes within a week of any changes being made
26. EEUK reserves the right to refuse to award payments to anyone found to be in breach of these terms and conditions
27. Applications made to EERPF denotes acceptance of these terms and conditions.