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| --- | --- |
| Name: |  |
| Role / School: |  |
| Year award received: |  |

|  |  |
| --- | --- |
| **Amount requested** (broken down if applicable) |  |
| **Short summary of intended use of funds.** (400 words max.)  *Please describe you your funding request fulfils the guidance below.*  *If your request relates to an event, please provide a link. This will reduce the need to provide a summary of the event.* |  |

**Accessing Teaching Excellence funds**

Funding can be requested to support the enhancement of excellence of the award winner in the areas of teaching, learning and student experience, particularly in those situations where funding may not be available through other means. In making a request for funding to the Awards Panel, winners are asked to briefly explain how the request support their own professional development, that of their University of Manchester colleagues and how it will impact on students or the learning and teaching agenda at The University of Manchester. Funding cannot normally be used to pay for people not associated with the university. **Forms should be submitted to:** [**teaching.excellence@manchester.ac.uk**](mailto:teaching.excellence@manchester.ac.uk)

Funding should be requested in advance rather than being submitted retrospectively.

Award winners can claim up to £5,000 over a three year period, subject to the discretion of the Awards Panel. The Panel will consider this guidance document when making its decision and has the right to reject a funding request.

Examples of activities that might be funded using Teaching Excellence funds include:

* costs associated with dissemination of results (though only for the award winner self, if the dissemination is joint with a student, funding may also be requested for them);
* attendance at events that will benefit the award winner’s development as a teacher/educator;
* organising events relating to teaching and learning that benefit the award winner, colleagues and/or students (this can include costs associated with inviting external contributors);
* costs associated with a project that will benefit staff and/or students (for instance paying for students to carry out some work);
* technical assistance to support the development of teaching activity.

The award monies should not be used for the purchase of general items such as printers, iPads, keyboards, and software such as Office, which could reasonably be requested by a colleague in order for them to carry out their everyday duties.