

**Pro Forma for use in conjunction with Policy on Submitting Bids
for External Funds for Teaching & Learning
(including eLearning)**

This form must be fully completed and attached to your bid proposal prior to submission. The bid proposal **must** be approved by the relevant Head of School/Professional Support Services Unit and, if the call is restricted to just bid per institution, the Vice-President for Teaching and Learning (or nominee). This form is suitable for use with the following types of proposal, where:

- One or more School and/or Professional Support Services Unit are involved
- Multiple bids from the University are permitted
- The call is restricted to one bid per institution

For further guidance contact the Teaching and Learning Support Office or see information on the TLSO website at: [www URL to follow](#)

Name:

School/Department:
.....

Contact Details:
.....

Bid Proposal Title:
.....

Bid Summary:.....
.....
.....
.....

About your bid

1. Has this proposal been fully economic costed (FEC)?

YES ☐ go to Q 2

NO ☐ Applicants are reminded that a full economic costing **must** be submitted. FEC guidance may be sought from your Faculty Business Manager or appropriate member of staff in your Finance Office.

2. Please provide details of the School/Unit's contribution to the costs of the project and their source.

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3. Does your proposal involve more than one School and/or Central unit?

YES ☐ go to Q4

NO ☐ go to 5

4. Have all Heads of Schools/ Professional Support Services units approved the proposal?

YES ☐

NO ☐ Applicants are reminded that approval must be gained from all relevant Heads in all participating Schools/Units.

5. Please send a copy of your bid proposal been sent to your Associate Dean for Teaching and Learning for a Faculty decision on supporting the bid and forwarding to the Vice-President for Teaching and Learning for calls where there is only one bid permitted per institution.

Approval for submission

Please ensure that the relevant person signs your bid (please note that the Vice-President for Teaching and Learning only signs bids where calls are limited to one institution).

Signed by Head of School and/or Professional Support Services Unit.....

Signed by Associate Dean for Teaching and Learning.....

Signed by Vice-President for Teaching and Learning.....

Date.....

Please ensure that you retain a copy of this form and also attach a copy with your bid when forwarding to the relevant signatory.