

# INVESTING IN SUCCESS

## Developing Staff Potential

The University's greatest asset is its staff. Our future success depends on our ability to select and retain the right people and invest in their potential and development.

The purpose of this new pilot scheme is to identify and support individual members of staff - from across the University, irrespective of grade or length of service. We are looking for members of staff who could benefit from a modest amount of extra resource to help them engage in a particular project or activity which will accelerate their personal development and benefit the University.

This scheme is open to all University staff and is designed to support them in becoming better teachers, researchers, managers, professionals and support staff.

**The scheme is open and flexible and each application will be judged on its merits. Some indicative examples of the types of application which might be successful are given below, but this is not meant to be a restrictive list:**

- Funds to support innovation or enhancement of teaching and learning – especially where ‘conventional’ funds are not available and where this will accelerate the development of teaching excellence
- Funds to allow the continuation of work arising from a PhD prior to the securing of a more substantial grant from external sources and/or to complete work required for a significant publication
- Funds to enable members of professional support staff to gain experience of working elsewhere in the University or at an outside organisation for a relatively short fixed period (up to three months) by facilitating the ‘backfill’ of their substantive role
- Funds to support international study tours or collaborations – in research, teaching or professional fields – which will enhance the skills of the staff member and the reputation of the University
- Funds to support the participation in externally-organised training courses or programmes which will enhance the skills of the staff member and their effectiveness in their role in the University
- Support for innovations improving quality and efficiency in the delivery of the University’s services in any area

The maximum allocation for any project will be £15,000. The total fund available for this pilot project during 2011/12 is £1 million.

Applications must be made on the writeable form below and must have the support of a relevant line manager or Head of School or Division/Directorate or Service. The closing date for applications is Friday, 20 January 2012.

Bids should be no longer than the space provided on the application form (roughly two sides of A4); should address the benefits to your personal development; the benefits to the University, to students, and other stakeholders. Assessable outcomes should be clearly identified, along with the possible avenues of further development of the activity after the supported work is completed. Projects should normally be capable of being completed within one year.

All award holders will be required to complete a short report and evaluation of their personal development project and will be invited to attend an event hosted by the President where they can share their personal experiences of the project with colleagues.

## APPLICATION BID

The President has recently announced that a sum of £1 million is available to support University staff to develop their potential and contribution to the University through a discretionary grant of up to £15,000. This scheme is open to application from all University staff members in all areas and staff groups.

The purpose of this scheme is to support existing staff to develop themselves and their contribution to the University through the granting of a modest amount of extra resource to help them engage in a particular innovative project or activity. Please note that funding is not available to support 'business as usual'; activities which occur as part of people's normal jobs; or activities for which existing funding sources exist. There are no definitive guidelines for the types of projects or activities that might be supported, save to say that these should be innovative, contribute to the individual's personal growth and development, and be capable of generating a payback for the University or inform future practice within the University.

Those intending to submit an application should note the requirement to produce a report, once the activity has been completed, that identifies the personal benefits, University gains, and possibilities for future application of learning arising from the funded project or activity.

Projects should normally be completed within one year of granting of the funding. It is expected that you will discuss any application with your line manager and as needed the Head of your employing area.

Applications will need to be endorsed by your line manager who should in turn have discussed this with the Head of area. Applications will be considered by a small group chaired by the Deputy President and Deputy Vice-President for final approval by the Senior Leadership Team.

Applications should be submitted to Paul Dixon, Head of Staff Training and Development Unit by the closing date of the 20 January 2012. Applicants will be notified as soon as possible of the result of their application.

Please complete the attached application form as fully as possible and then pass to your line manager for signature. Bids for innovation funding are more likely to succeed where the funding criteria are clearly addressed, and the personal and institutional benefits of the project, innovation or development are clearly set out.

Name \_\_\_\_\_

Job title \_\_\_\_\_

Faculty / School / Directorate / Unit \_\_\_\_\_

Provide details of the project/activity/initiative for which you are seeking funding:

Amount of funding required and how will this be used:

Key timescales and milestones (please note that there is a requirement to complete the activity within one year from the date approved):

Personal benefits anticipated from the project. Please address how this will enhance your existing and future contributions to the University:

List the anticipated benefits of the activity to the University:

Explain why the activity cannot be funded through usual channels:

I have noted the requirement to report back on use of the funding if my application is successful. I confirm that no alternative funding sources are available for this activity.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Line Manager comments – in particular please give your views on the intended personal and University benefits of this project.

Signed \_\_\_\_\_

Date \_\_\_\_\_