

## Imperial College London – Cornell University Education Fund

*\* In support of the Cornell Global Hubs Initiative*

### CALL DOCUMENT AND GUIDANCE FOR APPLICANTS

#### 1. Context and Purpose

The Imperial College London (Imperial) – Cornell University Education Fund aims to support new collaborative education projects. The fund encourages projects which build on our institutions' individual successes and combine expertise and efforts to jointly develop new teaching, learning and student experience opportunities. To support these collaborative efforts in getting underway, the Cornell University – Imperial College London Education Fund has been established. The fund is designed to incentivise the set-up of new teaching and learning formats which offer sustainable long-term benefits.

Digital technologies provide new avenues for developing international exchange and partnerships in education which have the potential to benefit more students than ever before. The fund supports both online and in-person activities but all projects are encouraged to incorporate digital innovations appropriate to achieving their project goals.

By jointly developing educational initiatives, Cornell 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.

#### 2. Imperial - Cornell Education Fund

Projects are expected to benefit students and faculty/academic staff at both institutions. Applicants must clearly state the impact that the award will bring to both institutions in terms of student experience, and, where possible, involve faculty/academic staff-student partnerships in the design and delivery.

Projects which support development in the following areas are encouraged:

- **Research-led education:** projects that are informed by the most recent research in the relevant topic. This could entail encouraging students to participate in research projects.
- **New applications for digital technologies:** Projects that pursue innovative, inclusive and impactful online experiential learning opportunities.
- **Multidisciplinary, global challenge topics** that may also be linked to the UN Sustainable Development Goals (SDGs).
- **Student entrepreneurship:** Projects that provide students with the knowledge, skills, and resources to develop an entrepreneurial mindset through joint projects or creating experiential learning opportunities (e.g. joint hackathons).
- **Digital lifelong learning:** Projects that involve designing flexible, digital curricular that can be accessed by learners, students and/or alumni at different stages of life (including courses/modules that would utilize e-Cornell platforms and non-degree courses that use platforms such as Blackboard or insendi).
- **Learning analytics:** projects that foster knowledge exchange on approaches to building learning analytics platforms, structures, and designing metrics to support and enhance the student experience.
- **Exchange of academic and professional knowledge:** Study visits or workshops by faculty to clearly and demonstrably aid the exchange of academic and professional knowledge, including sharing of good practice to underpin the preparation of a long-term collaborative partnership (e.g. preparation of a PhD summer school, joint module delivery etc)

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

Projects can be either curriculum based or extracurricular. Interdisciplinary projects are encouraged.

The policies of the respective institutions shall apply to initiatives requiring adjustments to course learning outcomes and evaluation and/or which require course approval.

Proposals to support existing partnerships should clearly state how this fund would add value to the relationship and funding that is already in place and 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 Cornell plan to arrange virtual networking opportunities to allow awardees to connect with each other and share experiences, tips and outcomes of their projects.

### 3. Applicant Eligibility and Application Process

At Imperial, the fund is open to permanent members of staff only. At Cornell, applicants must be tenure track or RTE Cornell faculty.

Please complete the joint application form together with your Cornell or Imperial partner for the project. Completed application forms must be submitted to **both** [globalseedfunds@imperial.ac.uk](mailto:globalseedfunds@imperial.ac.uk) and [globalhubs@cornell.edu](mailto:globalhubs@cornell.edu). 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 Cornell** 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. Impact on student experience: A description of how the project will benefit students at both institutions, 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 partnership between Cornell and Imperial.
  5. Cornell- Imperial partnership: A description of how the project team will collaborate throughout the project and the benefits of involving of team members from each institution.
- A financial summary: Each application should provide information on the requested costs using the budget section of the application template (see 'Funding Requested').
- Applications must be completed on the application form provided below and within the word limit stated.

## 4. Funding

This call has a total indicative budget of ~£16,500 from Imperial and \$20,000 from Cornell, to be awarded to 4-5 successful Cornell and Imperial collaborating teams.

Total project budget requests are not expected to exceed £8,000 resp. \$9,000 (equal partitioning £4,000/ \$4,500 or in differing amounts, e.g. £6000/ \$2,000). 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).

## 5. Budget Proposal and Management

Indicate the breakdown of the proposal budget and the detailed justification for each budget item in the Application Form. Detailed justifications must be provided for all resources required to successfully complete the project (e.g., explanation of why budget items are needed, how they will be used).

Imperial-Cornell funds are to be used to develop new teaching, learning and student experience opportunities at Imperial and Cornell.

### Eligible costs

Cost	Imperial eligible / not	Cornell eligible / not eligible
Student support costs (e.g student bursaries)	eligible	eligible: hiring graduate students to assist with curriculum development, including Graduate Research Assistant (GRA) summer appointment stipends or student hourly employment
Consumables	eligible	eligible
Travel and subsistence, including students involved in the project	eligible	eligible
Project related equipment (except for computers/laptops and basic computing facilities such as printers etc.)	eligible	eligible
Professional services fees	eligible	eligible; a \$1,500 non-salary stipend may be provided to a community partner or an NGO for their assistance in the program planning phase
Indirect and estate costs	not eligible	not eligible
Salary costs (staff)	not eligible	not eligible; a \$1,500 non-salary stipend per Cornell instructor may be allowed

The applicants also declare that the Imperial-Cornell grant award will not be used for any item(s) funded or pending funding from other sources.

All monies will be disbursed upon award of the grant. The relevant institutions' principal applicants are responsible for managing the money allocated to their project account in accordance with the budget committed in the accepted application.

## 5. 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 Cornell, all eligible applications will be considered for funding by the Vice-Provost for International Affairs with assistance of a review panel with representatives from faculty and Office of the Vice Provost for International Affairs.

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
- impact on student experience
- Cornell-Imperial partnership: the project demonstrates a full collaboration between Cornell and Imperial team members in the design and delivery

Cornell 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.

## 6. Obligations of Fund Awardees

All successful grant holders will be expected to submit a Final Report and a Financial report at the conclusion of the Imperial-Cornell funded project.

## 7. Deadline, start dates and duration

The deadline for the call is **Tuesday 30 May 2023**

- Decisions are expected to be announced by end July 2023.
- Starting date for these grants is expected to be 1 August 2023; the maximum award duration is 12 months;
- Grant end dates must not exceed 31 July 2024; extensions will not be granted.

## 8. Contacts

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

<b>Imperial College London</b>  Laura Bulmer  International Relations Office Imperial College London Faculty Building Level 2 London, SW7 2AZ United Kingdom  +44 (0)20 7594 2533 <a href="mailto:globalseedfunds@imperial.ac.uk">globalseedfunds@imperial.ac.uk</a>	<b>Cornell University</b>  Sebnem Ozkan  Associate Director, Global Hubs Office of the Vice Provost for International Affairs (OVPIA) 160 Day Hall Ithaca, NY, 14853 USA  +1 607 254 5801 <a href="mailto:globalhubs@cornell.edu">globalhubs@cornell.edu</a>
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