

**Learning and Teaching Small Grants application form**

Please ensure you are eligible for the award before completing this application and have read the guidelines at <https://www.bisa.ac.uk/members/funding/learning-and-teaching-small-grant/>

**Personal Details:**

**Full name and title:**

**Address for correspondence:**

**Telephone number:**

**Email address:**

**Qualifications:**

**Current employment, dates and sponsoring institution**

**Project Details:**

 **Title of learning and teaching project:**

**Dates for Grant:**

Start: Finish:

1. **Abstract (200-300 words)**
2. **Objectives** (what are you planning to achieve, and include any background that put the objectives in context) (max 300 words)
3. **Originality statement** (why is this project important to international studies teaching and learning?) (max 300 words)
4. **Specific planned outputs and deliverables from the grant** (max 300 words)
5. **How will the outcomes be achieved?** (max 300 words)
6. **Plans for the dissemination of the activity** (max 300 words)
7. **Timeline and milestones (**what will be achieved and by when? - max 300 words)
8. **Evaluation** (how will you measure the impact/contribution? - max 300 words)
9. **Future plans**  (Please explain how this study might contribute to the future development of future pedagogy and/or enhance future learning and teaching within international studies - max 300 words)
10. **Publications** (Please list your principal relevant publications up to a maximum of 6)
11. **Permissions and collaborations** (Please provide details of any permissions (visas, permits etc.) which are needed and any collaborators or collaborating organisations.

 **12.** **Risk assessment, safety management plan and ethical approval** (Please enclose a risk assessment and details of ethical approvals for the proposed work - separate sheets if necessary.

1. **Particulars of other support**

Will you need to be absent from your employing institution to undertake the proposed project?

If yes, has the necessary leave been granted?

Have you made any other applications in connection with this project? If yes, to whom and with what results?

 **Budget**

Please provide a breakdown of the total costs that will be incurred, specifying the particular items for which the application is being made. Please note we will only fund the cheapest available travel/subsistence and checks are made on expenditure. Please note that awards will only be paid into institutional bank accounts and that BISA will not allow funding to be top sliced to cover any institutional overheads.

**Equality, Diversity and Inclusivity (EDI)**

We would be most grateful if you would complete the anonymous EDI monitoring form at <https://forms.gle/1XhkW4NaL41PH3be7>. The purpose of the questionnaire is to gather anonymous data to better understand and address EDI in the BISA funding and grants process. The data collected will only be used for statistical and reporting purposes to improve our practices. The information will not inform funding and grant decision-making.

**Other**

Please let us know how you heard about this grant

**Declaration & applicant signature**

The information submitted in this application is to the best of my knowledge correct at the time this application was made. Should any significant developments arise since this application was made I will keep the association informed. Should the proposed study be cancelled, I undertake to return the grant award in full. Should the proposed study be reduced, I undertake to return any remaining grant in full.

Signed …………………………………………………. Date: …………………………………………..

***Data Protection***

*The information you have provided on this form will be held by the Association electronically, will only be used in connection with your application and only shared as part of the decision-making process.*