



# NATIONAL FORUM

FOR THE ENHANCEMENT OF TEACHING  
AND LEARNING IN HIGHER EDUCATION

National Forum Guide for Registering for making a proposal in response to the inaugural call of the Teaching and Learning Fund 2016 (Driving Enhancement through Capacity Building in Irish Higher Education)

**Important Information** Please read before Registering

- 1 It is recommended that each institution identifies a person with overall responsibility for co-ordinating all proposals that the Institution will be submitting. This person registers on the online interface and becomes what the system calls, the **Provider Administrator**, for their institution.**
- 2 The provider administrator must set up other users to enable them make a proposal
- 3 If the 'provider administrator' wants to give access to another individual 'user' (this person does not need to be in the same institution), to e.g. setup and develop a proposal he/she can provide an 'access login' to this individual. With this access the individual will only be able to see and work on the proposal they have started.
- 4 The provider administrator can see proposals completed by 'individual users' and can edit these proposals.

- 5 The provider administrator will be able to see and edit all proposals from his/her institution
- 6 The provider administrator can add any number of proposals.
- 7 Each collaborative partnership should identify a **proposal co-ordinator** from the lead institution (funding if allocated will be transferred to this institution). The proposal co-ordinator is responsible for the submission of the proposal on the online interface. (If the proposal co-ordinator is the provider administrator from the lead institution then s/he can add and edit the proposal. If the proposal co-ordinator is not a provider administrator then they need to be set up as an individual user and given access login by the provider administrator in the lead institution, please see step 3).
- 8 Individual users can only be given 'access login' by one provider administrator (e.g. it is not possible for a team member working across different proposals one led by institution 1 and one led by institution 2 to be given access login by both provider administrators).
- 9 The current system is not set up for multiple team members at the moment but draft proposals can be either made into a pdf or printed for sharing with the rest of the team.