



Teaching and Learning Enhancement Fund (Driving Enhancement through Capacity Building in Irish Higher Education) Version September 2018

General Conditions of this Funding

1. Year 1 funding will be allocated in 2 lots with the first transfer scheduled for late December 2018/Early January 2019
2. Each project team must submit a detailed work plan for the first 6 months of your project. The workplan should cover each 6 month period of funding. The outputs of the project after the first 6 months should be articulated clearly. A template is attached. Work plans should be submitted to blaithin.mcdonald@teachingandlearning.ie
3. A financial summary (templates attached) of projected spend (quarterly) for year 1 and year 2 should be attached to the work plan and co-signed by the finance department of the lead institution. (Please note there is no match funding requirement and no overhead can be charged by the institution). The 6 month transfer of funds from the National Forum to the lead partner will be based on these quarterly projections.
4. The provision of this funding is conditional on receipt of formal acceptance by you as project leader acting on behalf of your institution.
5. Each project team will be required to describe their progress against the outputs outlined in the work plan in an open forum (mid/late June 2019). Failure to reach year 1 targets may influence the allocation of year 2 funding.
 - In the event of expenditures being less than projected, any underspend will be returned to the National Forum pro-rata with the original funding allocation.
 - In the case of expenditures being greater than set out above, no additional funding will be provided by the National Forum.
 - The National Forum reserves the right to pause or to terminate funding if a project breaches these Terms and Conditions or if reporting indicates that unsatisfactory progress is being made
 - All procurement associated with this project will observe the requirements of the relevant EU and public sector procedures.
 - All receipts and expenditures relating to this project must be separately recorded by the institution in a designated account. Details of this account will be available to the National Forum on request.

- On completion of the expenditure project a full audited account must be provided to the National Forum.

Conditions of Acceptance:

Confirmation of acceptance of the following conditions is also necessary:

- Agreement to carry out the projects in line with the approved proposal
- Agreement to accept conditions in any subsequent correspondence with your institution
- Agreement to accept the decisions of the international review panel and their feedback
- Agreement to carry out the project to maximize impact at a National Level
- Agreement to facilitate all relevant audits and/or site visits
- Institutions are required to report to the National Forum on the progress of the project as requested (this may require e.g., participation in open forum presentations, development of Forum Insights and submission of progress reports). The National Forum reserves the right to pause or to terminate funding if a project breaches these Terms and Conditions or if reporting indicates that unsatisfactory progress is being made.”

Publicity Requirements. It is a requirement that an acknowledgment of the financial contribution from the Teaching and Learning Enhancement Fund 2018 is included on all press and information material, and on all other communications actions undertaken including launches, publications, advertising, website, seminars, presentations etc. As part of the publicity for the Teaching and Learning Enhancement Fund, the following logos should be used on all publicity material:-

- (1) the National Forum Logo (See Media Centre NF Website)
- (2) the HEA logo
- (3) the Government of Ireland logo

All logos may be downloaded from the National Forum website at www.teachingandlearning.ie

- **Ethics.** The offer of the Teaching and Learning Enhancement Fund 2018 is subject to ethical approval being obtained from your Institution’s Ethics Committee where appropriate
- **Liability.** The National Forum shall have no liability whatsoever in respect of the activities being undertaken and your institution will accept full responsibility for all claims for compensation or other claims for which it may become liable as an employer, or howsoever otherwise in respect of the above mentioned project.