

The Rapid Response Fund (RRF) 2017/18

You are encouraged to contact Janet Barton (janet.barton@york.ac.uk) to talk through your proposal before making a formal application.

The Rapid Response Fund (RRF) provides grants of **up to £3,000**, for projects that:

- are small-scale;
- are short-term (typically to address an urgent need);
- support initiatives or purchases to enhance the quality of learning and teaching by addressing a clearly identified need or issue.

Eligibility

The following kinds of activity are eligible for funding:

- Learning and teaching activities/production of teaching materials or resources (including, for example, e-learning course development¹), which require buying out some time, purchase of materials or buying in consultancy. This might involve piloting innovative or developmental teaching methods and/or materials. This work could be undertaken by a student intern, to provide both student engagement and opportunities for student development.
- New equipment for enhancing teaching delivery.
- Acquisition of new skills (e.g. training courses).
- Attendance at learning and teaching events of immediate benefit to the department, in response to a clearly identifiable need.
- Providing matching funding to attract more resources to support the above from internal and external sources.

The following kinds of activity are **not** eligible for funding

- Purchasing books - the RRF is not a replacement for Library budgets.
- Routine curriculum development such as the preparation of new modules. However, there may be cases where money from this pot could be used to help attract external resources for these activities by some matching arrangement.
- Staff salary costs will only be funded where additional hours are being bought in either to work on the project, or to cover duties in order to release the time of a full-time member of staff, but not to subsidise an existing full-time wage. Funds may not be used to replace teaching-related posts which are currently frozen.
- Initiatives which require recurrent funding; issues of sustainability should be addressed within your application.

Who can apply?

All members of staff involved in delivering or supporting learning and teaching are eligible to apply. Applications must be endorsed by the Head of Department or Chair of Board of Studies/Departmental Teaching Committee, or equivalent.

Funding is limited, and grants will be awarded on a first-come, first-served basis. Please also note that departments in a stronger financial position may be asked to fund initiatives from their own resources. Although there is no limit to the number of submissions a particular department may

¹ We would usually expect that e-learning projects will make use of the University's centrally-supported VLE platform, *Yorkshare*. However, the use of other existing platforms may be acceptable where the approach/technology can be shown to be transferable to *Yorkshare* for use by other staff.

make, consideration will be given to the equitable distribution of funds within the University. Proposals should promote cross departmental sharing where relevant.

Considerations

All applicants should ensure that they consider appropriate and relevant ways of addressing aspects of diversity (including age, culture, disability, gender, ethnicity/race, religion/belief, sexual orientation or social class) in what they are proposing².

Applicants are expected to liaise with the relevant learning support colleagues prior to submitting a proposal (e.g. for projects involving digitisation of resources: Sarah Thompson, Digital Library Manager (s.thompson@york.ac.uk); for projects involving e-learning: Richard Walker, Head of E-learning Development (richard.walker@york.ac.uk); for employability: Tom Banham, Careers and Placements (tom.banham@york.ac.uk), etc.).

Conditions of funding

1. Successful applicants must provide a brief evaluation report on the use and impact of funding when requested and will also be asked to disseminate the outcomes of their initiatives via either the Annual Learning and Teaching Conference or Forum magazine.
2. All grants must be spent by 31 July 2018 after which any remaining balance will return to the general University account.

How to apply

Applications can be made at any time: there are no official deadlines. A short electronic application form should be completed with the endorsement **either** of the Head of Department **or** the Chair of the Board of Studies or Departmental Teaching Committee **or** equivalent and emailed to learning-and-teaching-forum@york.ac.uk. Receipt will be acknowledged via email.

A decision will be made by John Robinson (PVC for Teaching, Learning and Information) in conjunction with a further designated member of the University Teaching Committee within two weeks of receipt of the completed application. Applicants will be informed of the outcome via email including, as appropriate, details of how to access the grant.

² Ensuring good practice in this area is about:

- Considering the context in which teaching takes place from a range of perspectives
- Thinking about how your curriculum might be enhanced by reflecting on diversity
- Teaching students in a way which provides equity of learning and engagement
- Being open to engaging with a diversity of contexts and lived experiences
- Respecting difference whilst being aware of subject appropriate concepts

For further advice, please contact the Equality and Diversity Office: <http://www.york.ac.uk/admin/eo/>