Educational Development Initiative of the Year 2019

# **Application proforma**

Please submit an application – as a Microsoft Word document - to the SEDA office ([office@seda.ac.uk](mailto:office@seda.ac.uk)) by noon on 30th August 2019.

The application should contain the following information:

1. Title of initiative
2. Contact details of proposer:

* Name
* Job title
* Department/unit
* Institution
* Address
* Phone
* Email

1. Partner institutions (if relevant)
2. Names and contact details of principal other staff involved
3. Summary of application (maximum 100 words)
4. Description of the initiative, and of how it meets each of the criteria described on the [website](https://www.seda.ac.uk/ed_dev_initiative_of_the_year) (max 1000 words – data / figures / tables excluded from this word count)
5. References and weblinks (no word limit)

## **Required attachment:**

1. A letter of institutional support, which should:

* Include additional comments on both the impact and the potential of the initiative.
* Occupy not more than two sides of A4.
* Include confirmation of institutional commitment to support the proposers of a winning application with travel and other expenses to the SEDA conference.
* Be signed by the Head of Educational Development (or equivalent) at the proposing institution, or by another senior member of staff if the Head of Educational Development is an applicant.

# **Style sheet**

Please ensure that your application uses the following formatting:

* Arial 11 point for the body text.
* All pages numbered with 1” margins all round on all pages.
* Relevant weblinks are permitted (you cannot assume/expect the reviewers will consult these).
* Harvard referencing (whichever variant is used in your institution).
* Footnotes are not permitted.