Imperial College London – Technical University of Munich Collaboration Fund

Initiatives in Online Experiential Education - from virtual labs to virtual field trips

CALL DOCUMENT AND GUIDANCE FOR APPLICANTS

1. Context and Purpose

Imperial College London and TUM have formed a strategic partnership by signing a Memorandum of Understanding to foster collaboration between the universities in education, research and innovation. Both institutions recognise that collaborative activities enable cross-border pooling of capabilities and sharing of expertise, the opportunity to appreciate different perspectives, to generate new ideas and innovation.

The current unprecedented situation and shift to multi-mode delivery for the next academic year has required both institutions to develop new approaches to teaching and learning, utilising new digital technologies to deliver an excellent student experience. The TUM-Imperial partnership opens up opportunities to build on these individual successes and combine expertise and efforts to jointly develop new online experiential learning opportunities together with our students. To support these new collaborative efforts in getting underway, a seed fund has been established. The fund is designed to incentivise the set-up of new virtual learning formats as an alternative to traditional real world learning experiences, and which offer sustainable long-term benefits. By jointly developing online educational experiential initiatives, TUM and Imperial can draw on expertise and support available at both institutions, and the talents and enthusiasm of our students, to pilot new educational initiatives which push the boundaries beyond what is possible to achieve in traditional formats. Digital technologies provide new avenues for developing international exchange and partnerships in education which have the potential to benefit more students than ever before. The fund supports the pursuit of new applications for digital technologies to develop innovative, inclusive and impactful online experiential learning opportunities that go beyond what is possible in the traditional classroom experience.

2. Imperial - TUM Collaboration Fund (Initiatives in Online Experiential Education)

The fund invites applications which will build on contacts initially made during education visits in 2019, and/or existing research or entrepreneurship partnerships, and will focus on allowing these contacts and networks to strengthen.

Projects which support development in the following areas are encouraged:

- online delivery of practical labs/fieldtrips and other experiential learning opportunities
- augmented or virtual reality
- multidisciplinary, global challenge topics
- project-based teaching
- student entrepreneurship

Projects are expected to have a strong student-staff partnership. Applicants must make clear in their application how and to what extent students and staff will be involved in the project development, and how the project will involve students from both institutions working together.

Projects can be either curriculum based or extracurricular, but access should not be restricted to students in only one course or discipline.
Proposals to support existing partnerships should clearly state how this fund would add value to the relationship and funding that is already in place.

As the purpose of this fund is to support innovative online education and new ways of conducting international partnership, international travel costs are not expected. Where funds for travel costs are requested, they should not form a substantial part of the project budget, the primary beneficiary should be students, and clear justification should be given.

Note to applicants: Imperial and TUM plan to arrange virtual networking opportunities to allow awardees to connect with each other and share experiences, tips and outcomes of their projects.

### 3. Funding

This call has a total indicative budget of £50,000 from Imperial and €50,000 from TUM, to be awarded to 10-12 successful TUM and Imperial collaborating teams.

Budget requests are not expected to exceed £10,000/€10,000 total. Funds can only be spent on activities which fit the purpose of this call. Applicants are asked to itemise their budget using the tables in the application form (please see application form for details).

#### Eligible costs

<table>
<thead>
<tr>
<th>Cost</th>
<th>Imperial eligible / not eligible</th>
<th>TUM eligible / not eligible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student bursary costs</td>
<td>eligible</td>
<td>eligible</td>
</tr>
<tr>
<td>Consumables</td>
<td>eligible</td>
<td>eligible</td>
</tr>
<tr>
<td>Travel and subsistence</td>
<td>eligible</td>
<td>eligible</td>
</tr>
<tr>
<td>Equipment</td>
<td>eligible</td>
<td>eligible</td>
</tr>
<tr>
<td>Professional services fees</td>
<td>eligible</td>
<td>eligible</td>
</tr>
<tr>
<td>Indirect and estate costs</td>
<td>not eligible</td>
<td>not eligible</td>
</tr>
<tr>
<td>Salary costs (staff)</td>
<td>not eligible</td>
<td>not eligible</td>
</tr>
</tbody>
</table>

### 4. How to apply

At Imperial, the fund is open to permanent members of staff only. At TUM, only professors are eligible to apply.

Please complete the joint application form together with your TUM or Imperial partner for the project. Completed application forms must be submitted to both globalseedfunds@imperial.ac.uk and globalfunds@tum.de. Only applications submitted before the deadline to these email addresses, and not that of the named contact, will be considered.

**One proposal per principal applicant per call is permitted.**
Each application should have one principal applicant based at Imperial and one principal applicant at TUM and should contain:

- A written case for support to address the following questions:
  1. Alignment to call: A description of the project and collaboration proposed, a brief description of the intended use and impact of the funding. Please refer to point 2 above for guidance.
  2. Student-staff partnership: A description of how the project will involve students and staff working as partners, and how it will facilitate students working together across institutions.
  3. Added value: Explanation of how the activities proposed generate demonstrable added value that could not be achieved through traditional teaching formats.
  4. Sustainability and strategic value: A description of the long-term impact and development of the project, and how it will add value to the strategic partnership between TUM and Imperial.

- A financial summary: Each application should provide information on the requested costs using the budget section of the application template (see ‘Funding Requested’).

- Applicable only to Imperial Applicants: An InfoEd statement is not needed.

Applications must be completed on the application form and within the word limit stated.

5. Deadline, start dates and duration

The deadline for the call is Tuesday 22 September 2020.

- Decisions are expected to be announced by mid-October 2020.
- Starting date for these grants is expected to be 1 November 2020; the maximum award duration is 9 months;
- Grant end dates must not exceed 31 July 2021; extensions will not be granted.

6. Review and Selection of Applications

At Imperial, all eligible applications will be considered for funding by the Vice-Provost (Education) with assistance of a review panel with representatives from all Faculties, and the International Relations Office.

At TUM, eligible applications will be assessed by the Senior Vice President Academic Affairs with assistance of an expert review panel with representatives from the Steering Committee Teaching.

The panel will rank the proposals based on:

- excellence of education project
- innovative use of new virtual learning formats
- the difference the funding will make, including clear justification of why this funding scheme is appropriate
- depth and quality of student-staff partnership in project design and delivery
- potential strategic value of the partnership to the TUM-Imperial collaboration
• impact the award would bring to the applicant, based on their career stage and any existing networks or support

TUM and Imperial will then jointly review applications to make a final decision on which applications will receive funding. Details of how to access funds at each institution and the reporting guidelines will be outlined in the award letter sent to successful applicants.

7. Contacts

Please contact your respective institution’s coordinator if you have any queries about this grant:

<table>
<thead>
<tr>
<th>Imperial College London</th>
<th>Technical University of Munich</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laura Bulmer</td>
<td>Bettina Burger</td>
</tr>
<tr>
<td>International Relations Office</td>
<td>TUM Global &amp; Alumni Office</td>
</tr>
<tr>
<td>Imperial College London</td>
<td>Technical University of Munich</td>
</tr>
<tr>
<td>Faculty Building Level 2</td>
<td>Arcisstr. 21</td>
</tr>
<tr>
<td>London, SW7 2AZ</td>
<td>80333 Munich</td>
</tr>
<tr>
<td>United Kingdom</td>
<td>Germany</td>
</tr>
<tr>
<td>+44 (0)20 7594 2533</td>
<td>+49 89 289 22569</td>
</tr>
<tr>
<td><a href="mailto:l.bulmer@imperial.ac.uk">l.bulmer@imperial.ac.uk</a></td>
<td><a href="mailto:burger@zv.tum.de">burger@zv.tum.de</a></td>
</tr>
</tbody>
</table>