Format for submitting a TLC voucher innovation project

Great that you are applying for a TLC voucher. We do not expect extensive documentation, brief and to the point is fine. As a guideline, there is a total word count of 1750 words for your entire request. If you have questions regarding the form, please contact us via TCLvouchers@ru.nl.

Project title
Give a short title that covers the gist of the project as much as possible. If need be, add a longer subtitle.

Contact information
- Faculty, department
- Contact person (name, email and phone number)
- Bank account number and/or cost heading with a corresponding name

Summary
Give a brief summary of the innovation project (200 words). We will use this summary as inspiration for web texts and communication regarding the project.

Current situation: practice problem
Describe the problem derived from educational practice, for which you want to find a solution with this innovation. The problem relates to learning and students’ and/or lecturers’ education.

State of affairs
Give an overview of relevant facts from practice and/or literature on this problem. What is already known? Also indicate where little is known.

Project results
Here you explain what specific product(s) this project will yield, which can later be shared with colleagues.

What is the relevancy of this result for your own study programme and for other stakeholders within and outside the faculty. How does this innovation connect to Radboud University’s and/or the Radboud Teaching and Learning Centre’s spearheads?

Also indicate how this innovation is different from your departments regular activities.
Format for submitting a TLC voucher innovation project

Cooperation

Describe who might be possible cooperation partners and what expertise they will add. Also explain which educational expertise is needed. Also explain how monitoring the progress and the intended results will be regulated.

Working plan

Give a time frame of the research. Schematically show which activities will be conducted, how much time this will take and who will be conducting them (position, availability and if possible their name). Define intermediate milestones of the project and make sure of a connection between the activities and project goals.

Evaluation

Describe how you will determine what was learned during and after the research. Also explain how you will determine whether the research goal has been achieved and who you will involve in this. Also explain how you will share the results of your innovation with colleagues and other interested parties.

Project budget

Within the project budget, you need to make it plausible that the intended goals can be achieved within the allotted time with the available expertise, manpower and facilities. Also describe clearly what financial or other contributions the department itself (e.g. support hours and/or implementation) will offer and for which part(s) of the budget the application is submitted. Acquisition costs of equipment are not eligible for funding from the TLC vouchers.
Format for submitting a TLC voucher innovation project

Assessment criteria

What do we look for when assessing your project?

a. The application complies with the format (digitally).

b. The relevancy of the innovation project is clearly substantiated.

c. There is an overarching interest in relation to the study programmes at Radboud University.

d. The quality of the elaboration (clear elaboration of a logical relation between the problem, intended situation, project results, working plan and budget).

e. The way of monitoring is clearly described.

f. Multiple professionals of different departments (or from outside Radboud University) with the relevant experience are involved.

g. The budget is clear and salaries, overhead, contributions of the department(s), etc. have been taken into account.

h. There is an explanation on how the project is connected to Radboud University’s and/or the Radboud Teaching and Learning Centre’s spearheads.

i. The project is supported by important stakeholders (e.g. the programme director, head of the department, coordinator, etc.) and complies with the department and university policy.

j. The project applicants or the department fund part of the project, for example with department money.