Format application for a TLC voucher research project

Through this form, you can request a TLC voucher for a research project in education. We do not expect a detailed document; brief and concise is fine. As a guideline, we suggest 1750 words for the entire application. If you have any questions regarding the application, please feel free to contact us at TLCvouchers@ru.nl.

Project title
Provide a brief title that captures the essence of the project as much as possible. Optionally, add a longer subtitle.

Contact information applicant
- Faculty and department
- Contact person (name, email, and phone number)
- Budget number (cost heading) where the voucher amount should be allocated
- If applicable: specify the course within this innovation will take place.

Summary
Provide a brief summary of the research project (200 words). We will use this summary for inspiration in web texts and communication materials about the project.

Rationale and research question
Describe the problem or question you face in your teaching practice and formulate the research question you want to investigate, possibly elaborated in sub-questions.

Background
The background explains the importance of the study. Outline the rationale and relevance of the proposal to legitimize why this research should be conducted. Also outline what is already known in the literature.
You can describe the relevance of the research by:
- referencing research literature, briefly summarizing what is already known about your topic (up to 7 references).
- Identifying what knowledge is missing from the literature or arguing that repetition is necessary.
- Describe what new knowledge your research can add to existing information and/or practice.

Research methodology
Describe the research method(s) you will use to answer the research question.

Work plan
Provide a schedule of the research project over time. List schematically the activities that will be performed, how much time they will take and by whom they will be performed (function, availability and if possible name). Define interim milestones in the project and note a link between the activities and the question statement.

Relevance
Explain the relevance of the project to your own program. Describe the potential
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added value of the project for other interested parties within the faculty/university; what can they learn from this project?

Collaboration
Indicate who the project's collaborative partners are and the expertise they will bring. Is there already cooperation or support from the faculty? Also, specify the educational expertise required.

Evaluation
Describe how progress monitoring is arranged in the project. Indicate how you plan to determine whether the goal of your research has been achieved and who you involve in this process. Also indicate how you will monitor the time schedule. Also describe how you will collect what has been learned from the project and what you will do with these lessons. Finally, indicate how you will share the results with colleagues and interested parties.

Project budget
Provide an overview of costs that will be incurred in the project. Indicate for which costs the TLC voucher will be used and what contribution will be made by the department itself.
* Use the project budget to demonstrate that the intended goals can be realized in the planned time with the available expertise, manpower and facilities. A maximum of €2000 in conference attendance costs may be financed from the TLC vouchers.

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What do we consider when reviewing your application?

a. The application is complete (according to format) and clear.

b. The relevance of the research project is convincingly argued.

c. There is a potential added value of the project for other courses at Radboud University.

d. There is a logical relationship between the reason, research question, background, methodology, work plan and budget.

e. The method of evaluation is clearly described. The method of evaluation ensures that the progress of the project is monitored, achievement of objectives is measured and lessons from the research are drawn for practice.

f. Collaboration is sought with professionals from different departments (or outside Radboud University) with relevant experience.

g. The budget is balanced and includes salaries, overhead, departmental contribution, etc.

h. The project can count on support from key stakeholders (think program director, head of department, department coordinator etc).

i. The project applicants or the department itself finance part of the project, for example with departmental funds.