Matariki Network Engagement Grant Application - 2024

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Matariki Network Engagement Grant - 2024

This form is to be submitted by the lead applicant.

Application deadline: 11 June 2024, 11.59pm BST.

Overview:

Following on from the success of the Matariki Leadership programme, running since 2021, [The Matariki Network of Universities (MNU)](#) is launching a new grant titled the *Matariki Network Engagement Grant* to support upwards of **£2,500** the **collaboration and engagement of Professional Leaders within the Matariki Network.**

Projects must begin by the end of 2024 and can last up to 12 months. Projects must involve a minimum of two (2) MNU institutions.

Contacts and guidance:

For enquiries about the Matariki Engagement Grant application process, please first contact your local [Matariki Network Coordinator](#). Further Matariki Network contacts include the Matariki Network Secretariat: matarikinetwork@durham.ac.uk.

Further Information for the Matariki Engagement Grant (2024) [can be found in the Guidelines](#).

Judging Criteria:

Your proposal first will be reviewed by an internal panel at your MNU institution. Shortlisted applications will then be sent to a joint panel of members representing the entirety of the Matariki Network, and the outcome will be notified to you at the end of July 2024.

Proposals will be assessed based on the following criteria: An understanding of the context, challenges, and developments of the project focus area in Higher Education sector from at least two Matariki Partners' contexts.

- Appropriateness and feasibility of the proposed outputs for the individual, the collaboration partner institutions, and the wider Matariki Network community.

- Feasibility of completing the proposed activity to a high standard within a specific timeframe.

- Understanding of the [Matariki Guiding Principles](#) and evidencing those throughout the project.

- The project's risk mitigation.

- The project's value for money.

- The potential for the outputs to enhance practice for Matariki Network partners.

Short-listed applicants will be jointly evaluated by a panel of senior professionals from each MNU university. Where possible, the Judging Panel will award an equal number of awards to all seven (7) MNU partner institutions.

Proposal Summary

1. Project Title *

2. Project Start Date - Projects must start no later than the end of 2024 and last no longer than 12 months. All expenditures must be spent and final reports submitted by no later than 2 months following the end of your project.

3. Project End Date - Projects must start no later than the end of 2024 and last no longer than 12 months. All expenditures must be spent and final reports submitted by no later than 2 months following the end of your project.

Applicant

4. Applicant Name *

[   ]

5. Lead Applicant's Institution *

○ Dartmouth College

○ Durham University

○ University of Otago

○ Queen's University

○ University of Tübingen

○ Uppsala University

○ University of Western Australia

6. Applicant's job title *

[   ]

7. Applicant's Department *

[   ]

8. Applicant's Email *

[   ]

Applicant's Manager

9. Manager's name *

10. Manager's Institution *

- ◯ Dartmouth College
- ◯ Durham University
- ◯ University of Otago
- ◯ Queen's University
- ◯ University of Tübingen
- ◯ Uppsala University
- ◯ University of Western Australia

11. Manager's post held *

12. Manager's Department *

13. Manager's Email *

Engagement Grant Partner

14. Engagement Grant Partner's Name *

15. Engagement Grant Partner's Institution *

◯ Dartmouth College

◯ Durham University

◯ University of Otago

◯ Queen's University

◯ University of Tübingen

◯ Uppsala University

◯ University of Western Australia

16. Engagement Grant Partner's post held *

17. Engagement Grant Partner's Department *

18. Engagement Grant Partner's Email *

19. Please summarise their role within the project (200 words max) *

Additional Co-Applicant(s):

20. Are there any additional Co-Applicants involved in the project? *

○ Yes

○ No

Additional Co-Applicant(s):

21. Co-Applicant Name

[   ]

22. Co-Applicant Institution

○ Dartmouth College

○ Durham University

○ University of Otago

○ Queen's University

○ University of Tübingen

○ Uppsala University

○ University of Western Australia

23. Co-Applicant post held

[   ]

24. Co-Applicant Department

[   ]

25. Co-Applicant Email

[   ]

Additional Matariki Network Partners

26. Do you have any additional project partners who are members of a Matariki Network institution? If so, please list them and include their name, department and position, institution and email. *

External Partners

Additional external partners from outside the Matariki Network can be involved, however, their involvment will be at their own cost and not funded by the Matariki Network Engagement Grant.

27. Are there any partners involved in the project from outside of the Matariki Network? *

○ Yes

○ No

External Partners

28. Institution Name of external partner(s)

29. External Partner(s) Name(s)

30. External partner(s) Department

31. External partner(s) Email

32. Please outline the external value that any additional partners will bring to the project that would not be present with only Network members (250 words max):

Proposal Details

33. Overview- Please provide a summary of this project. There is an expectation that the successful projects will focus on the Matariki Network [Guiding Principles](#) themes and the United Nations' SDGs. Please refer to how your project will focus on these. (About 300 words.) *

34. Provide an overview of the project's activities, including their goals, and purpose. (About 300 words.) *

35. Please provide a bullet-point project timeline, including specific project activities and milestones. Please note that all work must be completed within 12 months of confirmation of the award.

    If travel away from the home institution is part of the project proposal this should not be more than two weeks for either partner institution and should be in agreement with the partner(s') immediate line manager(s) along with in agreement of each institution's policies and contractual terms and conditions. *

36. Briefly outline the expertise and skills the participants will bring to the project: *

37. Describe how joint working with Matariki Network partners adds value to this particular project, how it aligns to the Matariki Network's guiding principles and values, and how it will enhance Network collaboration overall. (About 300 words.) *

38. How do you foresee this project benefitting your professional work / institution? (About 250 words.) *

39. How does this project benefit the collaboration partner institution/s? (About 250 words.) *

40. How will this project benefit the wider Matariki Network community? (About 250 words.) *

Activity Budget

REMINDER: Projects must start by the end of 2024. Projects must end no later than 12 months following their start, with all expenditures and final reports submitted by 2 months following the end of the project. Your project funds will be transferred at one time, in agreement with the Matariki Network.

The total fund amount you can request is up to £2,500.00 in GBP. All funds will be distributed in one payment to the successful applicant in GBP.

41. Total amount of funds requested (in GBP £) *

42. Please justify the resources requested above and provide a breakdown and explanation for your budget. Please consider value for money. *

PLEASE NOTE THAT AS THE APPLICANT YOU ARE OBLIGED TO SPEND THE FUNDS IN LINE WITH THE PROPOSAL BUDGET. If appropriate, you should seek approval for any significant change in the use of your funds prior to spending. Any unspent funds at the end of the project may need to be repaid.

Risks

43. Please undertake a risk assessment of the proposed approach and detail how the risks will be mitigated. (About 200 words.) *

Additional Information

44. Please provide any further comments or background information which may be useful for the selection panel to know.   *

Signatures

45. Applicant's Name *

[   ]

46. University *

○ Dartmouth
○ Durham
○ Otago
○ Queen's
○ Tübingen
○ Uppsala
○ UWA

47. Date *

[   ]

48. Signature (Add your initials) *

[   ]

49. Collaborator's Name *

[   ]

50. University *

○ Dartmouth
○ Durham

○ Otago

○ Queen's

○ Tübingen

○ Uppsala

○ UWA

51. Date *

[   ]

52. Collaborator's Signature (Add your initials) *

[   ]

53. By selecting 'Yes' you are confirming you (the Lead Applicant) have discussed this project with your immediate Line Manager you have their approval to proceed with this project. *

○ Yes

54. Applicant's Line Manager Name *

[   ]

55. University *

○ Dartmouth

○ Durham

○ Otago

○ Queen's

○ Tübingen

○ Uppsala

○ UWA

56. Date *

[   ]

57. Line Manager's Signature (Add your initials) *

[   ]

58. Please enter the email of your Line Manager. *

[   ]

59. By selecting 'Yes' you are agreeing you (the applicant) will hand sign the signature pages (along with your Collaborator and Line Manager) once the PDF-copy is sent to you, and send a scanned version of the page(s) to the Matariki Network Secretariat (matarikinetwork@durham.ac.uk). *

○ Yes

60. By selecting 'Yes' you are agreeing to provide the Matariki Network Secretariat (matarikinetwork@durham.ac.uk) a short CV (no more than 5 pages each) for the Lead Applicant and each Collaborator listed on the application. *

○ Yes

61. By selecting 'Yes' you are agreeing to provide the Matariki Network Secretariat (matarikinetwork@durham.ac.uk) a letter of support from your Line Manager. *

○ Yes

Additional Signatures if Needed

62. Name

[   ]

63. University

- ⭕ Dartmouth
- ⭕ Durham
- ⭕ Otago
- ⭕ Queen's
- ⭕ Tübingen
- ⭕ Uppsala
- ⭕ UWA

64. Date

[   ]

65. Signature (Add your initials)

[   ]

66. Name

[   ]

Additional Signatures if Needed

67. University

- ⭕ Dartmouth
- ⭕ Durham

- ◯ Otago
- ◯ Queen's
- ◯ Tübingen
- ◯ Uppsala
- ◯ UWA

68. Date

[   ]

69. Signature (Add your initials)

[   ]

70. Name

[   ]

71. University

- ◯ Dartmouth
- ◯ Durham
- ◯ Otago
- ◯ Queen's
- ◯ Tübingen
- ◯ Uppsala
- ◯ UWA

72. Date

73. Signature (Add your initials)

Post Award

74.

Applicants must agree to share the outputs of their projects with the Matariki Network for the use of other Network partners.

Applicants will engage with a review of the project process and MNU will make changes based on the learnings from this initial pilot. *

○ Yes