# Staff Development Fund 2023-24: SD2

# SD2: application for continuation of funding

# Introduction

The university’s staff development fund is managed by the Learning and Teaching Academy (LTA) in close partnership with academic partner college staff development officers (or those with this responsibility) and with UHI departmental line mangers who are responsible for the staff development of their teams. The staff development fund supplements the approved contributions made towards a programme of study by an academic partner college or UHI departmental line manager.

The **SD2** form is one of four staff development fund forms which can be downloaded from the [LTA funding support](https://www.uhi.ac.uk/en/learning-and-teaching-academy/funding/staff-development-fund/) web pages along with the [Staff Development Fund Guidance](https://www.uhi.ac.uk/en/learning-and-teaching-academy/funding/staff-development-fund/) to support the completion of the forms. The table below provides a guide to the purpose of each of the four forms.

**Form Description**

SD1 For colleagues applying for initial funding support for an accredited programme of   
 study

SD1-level 12 For colleagues applying for initial funding support for an SCQF level 12 programme  
 of study, e.g. PhD or EdD

SD2 For colleagues who have already received initial funding support from the staff   
development fund and are applying for continuation of funding for the same  
programme of study.

SD3 For colleagues who have completed their programme of study and the funding  
support has come to an end. The SD3 form requests information on the benefits of the programme of study to professional practice including anticipated next steps and at least one opportunity to share their learning with relevant colleagues.

Figure 1 Staff development fund form names and descriptions

Sections 1 to 7 below, are to be completed by the applicant; section 8 by the endorser of the application (a more senior colleague who has the authority to recommend the application) and section 9 by the staff development officer or colleague responsible for staff development, or in the case of UHI applicants, the departmental line manager. On completion, the application should be sent to the LTA by email to [LTA@uhi.ac.uk](mailto:LTA@uhi.ac.uk).

**Sections of the form To be completed by:**

Sections 1-7 The applicant

Section 8 The endorser of the application

Section 9 The staff development officer, or those with this responsibility, or in the case of UHI applicants, the departmental line manager.

Figure 2 Guide to completing the form sections

# 1 About your personal data

The information you provide will be used by the LTA for the purpose of collection and storage of personal data in relation to the communication of information, monitoring and reporting of the allocation of funding to individuals from the Staff Development Fund. Please read the [LTA funded initiatives (LTA Scholarship, Aurora, Staff Development Fund) privacy notice](https://www.uhi.ac.uk/en/learning-and-teaching-academy/about/privacy-notices-for-lta-activities/).

| Q. | Question text | Answer text |
| --- | --- | --- |
| 1 | I have read the [privacy notice](https://www.uhi.ac.uk/en/learning-and-teaching-academy/about/privacy-notices-for-lta-activities/) which applies to LTA funded initiatives and consent to my data being used as outline in the notice.  Please contact [lta@uhi.ac.uk](mailto:lta@uhi.ac.uk?subject=Staff%20Development%20Fund%20Privacy%20Notice%20query) if you select ‘No’ or have any questions relating to the privacy notice. | Yes  No |

# 2 About you

This section is about you as the applicant seeking funding support from the university. Please provide the information on the following questions.

| Q. | Question text | Answer text |
| --- | --- | --- |
| 2 | Applicant name | Click or tap here to enter text. |
| 3 | Do you identify as a woman? | Choose an item. |
| 4 | Job title | Click or tap here to enter text. |
| 5 | Brief description of your current role and responsibilities (recommended word count: 50) | Click or tap here to enter text. |
| 6 | Employer/academic partner | Choose an item. |
| 7 | Mode of employment | Choose an item.  If part-time, please state your full time equivalent (FTE)  Click or tap here to enter text. |
| 8 | Highest level of academic qualification gained to date | Choose an item.  If other, please state: Click or tap here to enter text. |

# 3 About the programme of study currently being undertaken

This section is about the programme of study currently being undertaken, for example a postgraduate certificate programme. Please provide the information on the following questions.

| Q | Question text | Answer text |
| --- | --- | --- |
| 9 | The title of the full programme of study currently being undertaken | Click or tap here to enter text. |
| 10 | The name of the awarding institution/organisation | Click or tap here to enter text. |
| 11 | The webpage link for the programme | Click or tap here to enter text. |
| 12 | The start date of the full programme | Click or tap to enter a date. |
| 13 | The anticipated end date of the programme | Click or tap to enter a date. |

# 4 About progress on the programme of study

This section is about the progress made to date including details on the modules, units or course elements that have been completed during the academic year and the ways in which your professional practice has been enhanced by the programme of study. Please provide brief statements for each question of approximately 100 words.

| Q. | Question text | Answer text |
| --- | --- | --- |
| 14 | The titles of the completed units, modules or course elements and corresponding results | Click or tap here to enter text. |
| 15 | Please select two values from the [Learning and Teaching Enhancement Strategy](https://www.uhi.ac.uk/en/learning-and-teaching-academy/innovation/ltes/) and outline how this programme of study will enhance your practice in relation to each of them (maximum word count: 50 words for each value, please state the relevant value) | **Value 1**: Click or tap here to enter text.  **Value 2**: Click or tap here to enter text. |
| 16 | The activities you have already undertaken or plan to undertake to share the learning and enhancement of your professional practice arising from the programme of study with colleagues and students (recommended word count: 100). | Click or tap here to enter text. |
| 17 | As a result of the programme of study, the staff development opportunities or professional recognition you are or will seek to undertake in the future (recommended word count: 100). | Click or tap here to enter text. |

# 5 About the units, modules or course elements to be undertaken

This section is about the specific units, modules or course elements, within the full programme of study you are undertaking, which funding support is being sought within the current or forthcoming academic year. Please provide brief information for each question of approximately 100 words.

| Q. | Question text | Answer text |
| --- | --- | --- |
| 18 | The number and titles of units, modules or course elements of the programme of study you are applying for funding for in this application.  If the number of units, modules or course elements are not reflected in the funding provision levels in section 2 of the Staff Development Fund Guide, please provide further information. | Choose an item.  Click or tap here to enter text. |
| 19 | The titles of the units, modules or course elements to be undertaken in the academic year | Click or tap here to enter text. |
| 20 | The start date of the units, modules or course elements relating to this application | Click or tap here to enter text. |
| 21 | The anticipated end date of the units, modules or course elements to be undertaken in the academic year | Click or tap to enter a date. |
| 22 | The fees for the units, modules or course elements being applied for in this application (i.e. within this academic year).  (If a UHI programme, please provide the module or unit fee as stated on the programme webpage. Please do not deduct the 20% staff discount as this will be considered in the funding contribution calculations). | Click or tap here to enter text. |
| 23 | The webpage link for the programme fees | Click or tap here to enter text. |
| 24 | The recommended study time per week for the programme of study to be undertaken (as stated in the programme’s guidelines) | Click or tap here to enter text. |
| 25 | A brief statement on how you plan to meet this recommended weekly study time | Click or tap here to enter text. |

# 6 About other contributions

The section is about other contributions to the programme of study.

| Q | Question text | Answer text |
| --- | --- | --- |
| 26 | The contributions which have been or will be provided from other sources. Please select all that apply | Choose an item.  Choose an item.  Choose an item.  If other, please provide further information: Click or tap here to enter text. |
| 27 | The contributions you are expecting to make yourself. Please select all that apply  If other sources of funding have been sought, please provide further information. | Choose an item.  Choose an item.  Choose an item.  Click or tap here to enter text. |

# 7 Confirmation

This section is about the confirmation of the details provided in the application. Please read the following statements and indicate that the details are correct by ticking the box and entering your name and the date of entry in the spaces below.

Please ensure that you pass your completed application form to the staff development officer or colleague responsible for staff development, or in the case of UHI staff, departmental line manager for approval and submission to the LTA.

| Q. | Question text | Answer text |
| --- | --- | --- |
| 28 | I confirm that the information provided is accurate. |  |
| 29 | If the sources of funding are approved for the programme of study, I will apply for a place immediately if I have not done so already. |  |
| 30 | Should I no longer require funding support, or should I wish to delay the start of a programme of study, I will inform the relevant staff development officer, or colleague responsible for staff development, or in the case of UHI applicants, the departmental line manager. |  |
| 31 | I will submit SD2 (continuation) and SD3 (evaluation) forms, as required, to the relevant staff development officer or colleague responsible for staff development or in the case of UHI applicants, the departmental line manager. |  |
| 32 | Your name as the applicant and date of application. | Click or tap here to enter text.  Click or tap to enter a date. |

# 8 Endorsement

This section is about the endorsement of the application and should be completed by the line manager, programme leader or colleague who has the authority to recommend it. Please provide information on the following questions.

| Q | Question text | Answer text |
| --- | --- | --- |
| 33 | Has this application for continuation of funding been identified as a priority area and/or approved in the applicant’s annual professional performance review or equivalent process? | Yes  No  If no, please provide a rationale for the application below  Click or tap here to enter text. |
| 34 | A statement of support, referring to the applicant's statements of progress provided in Section **4** (recommended word count: 100). | Click or tap here to enter text. |
| 35 | Line manager or programme leader name and date of endorsement. | Click or tap here to enter text.  Click or tap to enter a date. |
| 36 | Where there is a potential conflict of interest in the endorsement of the application, please ensure that a second endorsement is provided by a more senior colleague. (for example, this may be where the PhD supervisor is also the endorser of the funding application). | Yes  No  If yes, please ensure that a second endorsement is provided by a more senior colleague, by completing Q37 |
| 37 | Second endorser of the application, and the date of endorsement. | Click or tap here to enter text.  Click or tap to enter a date. |

# 9 Authorisation

This section is about the authorisation of the application by the staff development officer or colleague with responsibility for staff development, or in the case of executive office applicants, the departmental line manager. Please provide information on the following questions and ensure that the application has been completed in full. Applications not completed in full may not be considered by the Review panel. Once complete forward to the LTA by email [LTA@uhi.ac.uk](mailto:LTA@uhi.ac.uk?subject=Staff%20Development%20Fund%20Application).

| Q. | Question text | Answer text |
| --- | --- | --- |
| 38 | I confirm that the details of this application are accurate. |  |
| 39 | A statement of support referring to the applicant's statements provided in Section **4** and the endorsement statements provided in Section **8** (recommended word count: 100) | Click or tap here to enter text. |
| 40 | I will ensure that an invoice has been submitted to ([AccountsPayable@uhi.ac.uk](mailto:AccountsPayable@uhi.ac.uk)) no later than the second Friday in July following the date of the application |  |
| 41 | I will inform the LTA should funding support be no longer required by the applicant |  |
| 42 | My name as the staff development officer or colleague responsible for staff development, or in the case of UHI applicants, the departmental line manager (if this has not already been provided in Section **8**) | Click or tap here to enter text. |
| 43 | Contact email address | Click or tap here to enter text. |
| 44 | Contact telephone number | Click or tap here to enter text. |
| 45 | Date of submission | Click or tap to enter a date. |