

**DCU Quality Promotion Office**

**Quality Improvement & Development (QuID) Funding 2021/22**

**Topic Area: DCU Student & Staff Wellbeing**

**Application Form**

**1. Name of applicant(s), role(s) within DCU and contact information:**

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**2. Title of project:**

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**3. Overview of the proposed project (less than 400 words):**

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| Guidance Note:*When completing this section please provide,** *An overview of your project, highlighting clear goals and objectives*
* *Who will be involved in the project*
* *What the expected outcome or impact of the project will be*
* *How will the expected outcome contribute to quality enhancement at DCU*
* *Why is this project important*
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**3. How this proposal aligns to the theme of DCU Student & Staff Wellbeing, how it contributes to our overall Quality Enhancement Agenda: (less than 200 words)**

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| Guidance Note:*When completing this section please,** *Provide an explanation of how this proposal aligns to the theme of student and staff wellbeing*
* *Indicate alignment (where relevant) to broader DCU strategic initiatives, or identified issues for quality enhancement emerging from quality assurance activities and processes*
* *Describe the potential of this project to be replicated, or to have impact to broader audiences*
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**4. Total amount requested from QuID fund: €**

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| *Guidance Note:**Up to a maximum of €5,000 will be awarded to each successful project based on costings.*  |

**5. Breakdown of Project Costs:**

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| *Guidance Note:**Provide a detailed break-down of the proposed project costs in addition to a summary explaining how the QuID funding will support this project while providing an outline of the planned funding source for any expected or unexpected project shortfalls.*  |

**6. Implementation Time-Line:**

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| *Guidance Note:**Provide a break-down of the proposed time-lines.* |

**7. Outline the level of agreed support from other areas within DCU: (Where applicable)**

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| ***Guidance Note:****Indicate whether support from other areas within DCU will be required, and if so, confirm that an agreement has been reached with the relevant respective staff member(s). The names and roles of staff members involved would be beneficial.*  |

**Applicant(s) Declaration**

I am pleased to confirm that I have discussed the outline and objectives of this proposal with my Head of my School / Faculty / Unit and have received his/her full support to ensure we achieve the milestones and objectives set out in this proposal by the end of September 2022. I understand that if successful, I am required to complete and submit a Progress Report to the QPO at the mid-way point and on completion of the project. Furthermore, I have engaged a number of DCU units who have provided their agreement to support the implementation process of this project.

Signature(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Considering that we may need to liaise with your Head of School/Faculty/Unit sometime post submission, can you please provide his/her contact details in the space below;**

Name / contact details:

Email:

Phone:

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**Important notes:**

1. Please provide a **Soft Electronic Copy** of the final **Application Form** to Fiona Dwyer, Quality Promotion Office by email and cc your Head of Department to confirm their full support in your proposal.
The deadline for email copies is on or before **22nd December, 2021**.
2. Please note that funding cannot be used to hire research staff on a short-term contract basis.
3. If successful, an outline of the project details will be required for publication on the Quality Promotion Office website.

If you have any queries you are very welcome to contact Fiona Dwyer (fiona.dwyer@dcu.ie or on ext 8411).