# Application Guidelines for the

# DCU QUALITY IMPROVEMENT & DEVELOPMENT (QuID)

# Funding Call 2021/22

## Topic Area:

The Quality Improvement and Development fund (QuID) is an open call for enhancement focused proposals from across the DCU community, which seek to enhance quality within Schools and Units of the University, and impact on both staff and students. QuID projects have supported community-led enhancement initiatives since their establishment in 2012.

QuID funding calls are currently focused around particular themes, aligned to the DCU strategic plan or particular recurrent themes emerging from the DCU internal quality review cycle. In 2021/22 proposals are invited for submission on the topic of **DCU Student & Staff Wellbeing**.

### Why a focus on Student and Staff Wellbeing?

DCU Quality Promotion Committee has selected the theme of **Student and Staff Wellbeing** as the theme for 2021/22 to reflect the importance of the wellbeing of our community as we emerge from almost 18 months of campus closures, and as we continue to navigate learning, research and work during the current COVID-19 pandemic.

The 2020/21 QUID Funding Call aims to provide Schools and Units with an opportunity to propose projects for funding that support student and staff wellbeing. This may be at programme, School or Unit, or even institutional level. The scope of the theme is intentionally broad, but should focus on projects which can show demonstrable outcomes and intended impact that contributes to enhancing wellbeing within the community.

The theme of Student and Staff well-being is also aligned to the DCU strategy, including identified strategic initiatives and goals such as the DCU Healthy Campus Initiatives, Sport for All, and the Our DCU Framework. Proposals that can demonstrate alignment to the goals and objectives of these strategic initiatives are particularly welcome.

As a quality enhancement initiative, proposals that can demonstrate they are responding to identified issues or themes emerging from quality assurance activities and processes, e.g. programmatic review, quality reviews, student feedback mechanisms, risk management processes are also welcome.

### These proposals may focus on projects that,

1. Develop and enable initiatives that promote well-being among staff and students
2. Create social and work spaces that facilitate positive environments for staff and/or students to collaborate
3. Provide professional development or other training which supports student and staff wellbeing
4. Create opportunities for collaboration with external partners or organisations to support student or staff wellbeing
5. Support the development of new ways of working and collaborating that contribute to a healthy and effective working environment
6. Facilitate staff and students coming together to solve identified issues of wellbeing within the DCU community

### Who can apply for funding?

Applications are welcome from all members of the DCU staff community across all of our campuses, including part-time and contract staff. Whilst we encourage the involvement of students, please note that submissions must be made and overseen by staff members.

It is important to note that this is a competitive process, supported by a limited budget. It is anticipated that the budget for 2021/22 project will be €35,000; projects should be costed, and **no individual proposal should exceed €5,000**.

### What sort of projects might receive support?

The primary objective of this initiative is to provide funding to specific projects that will contribute to enhancing and promoting wellbeing within the university. **Please note that QuID funding cannot be used to fund short-term contracts of employment**.

QuID funding in 2021/22 is limited to projects which can be initiated and completed within the academic year. Therefore, all funding should be completed by end September 2022.

### How and when do I apply?

Application forms are available from the QPO website at: <https://www.dcu.ie/qpo/Quality-Improvement-Funding.shtml>

Completed application forms (max 4 pages) should be submitted on or before ***22nd December, 2021.*** If you have any queries, prior to submission, please contact the Fiona Dwyer (fiona.dwyer@dcu.ie).

### Who assesses the applications?

A sub-group of the Quality Promotion Committee (QPC) will assess the applications and make recommendations on successful applicants. Proposers shall be notified of the outcome of the process by 15th January, 2022.

The following criteria will be taken into consideration when allocating the funding:

* A concise overview of the projects aims and objectives, and how these contribute to the overall theme of enhancing student and staff wellbeing
* An alignment with the DCU Strategy 2017-2022, including, but not limited to, the University’s strategic goals, or the outcomes of quality assurance processes and activities
* Potential to make a clear contribution to the applicant(s)’ area as well as the wider university
* Information on the projected outcome and impact of the proposal, and how this contributes to quality enhancement
* Realistic and achievable costings within the 2021/22 academic year
* Outlining of clear time-lines and deliverables

The project proposal should contain the following, summarised in no more than two pages per project using the application form template provided:

* Name of School/Faculty/Office /Centre/Committee/Working Group proposing the project
* Name(s) and role in DCU of co-ordinator(s) of project
* Title, aim and summary details of project
* Expected impact on quality assurance or improvement/development or both, in the relevant School/Faculty/Office/Centre/Committee/Working Group and the wider university
* Financial summary of project requirements and proposed means of funding any shortfalls

### What happens if I am successful?

The successful applicants should **complete their project by the end of September 2022**. The QuID funding will be provided to the relevant Head's budget code on receipt of paid invoices or equivalent by the date of project completion. Successful applicants are required to submit an interim report midway through the project and a completion report once the project has been completed. Completion reports will be published on the QPO website.