**Further Information and guidelines**

* Avoid repetition of the same material in more than one part of the application;
* It is important that you back up any assertions of excellence with evidence which can be qualitative in the form of selected, representative, succinct supportive quotes or quantitative in terms of evidence of improvement for example in student recruitment, achievement, retention or employability;
* An additional page consisting of student feedback in support of nomination is also required
* Don’t list into much detail the subject areas you teach thereby reducing opportunities for reflections within the five pages available for your application;
* Think clearly about the structure of the application and coherence of the case you are making:
* It’s always good practice to get somebody to read the case before you submit it so they can comment on structure, coherence et tone;
* If you use footnotes, be aware that panel members will not necessarily look at these in detail or follow-up links;
* While it is not a condition that applicant should demonstrate scholarship of teaching, it is good practice to refer to some relevant literature in the field to demonstrate your understanding of seminal and current Higher Education practice.
* Canvassing is not permitted and applicants should not solicit mass nominations.
* Candidates are invited to make a submission once they have been nominated by at least two people.
* All submissions are treated equally, irrespective of the number of nominations received.

**For team applications specifically**:

* Please note that these are teaching awards rather than programme design awards;
* In your application, you should demonstrate not only the excellence of your teaching but also your effectiveness as a team, indicating in your application how you have worked to ensure that the team coheres and work together effectively to support student learning.

**FAQs**

* **What is my award?** College Awards will be in the form of a Teaching Development Grant of €750; President’s Awards will be in the form of a Teaching Development Grant of €1500
* **How do I access my award?** - Awardees must submit a one-page teaching development proposal, as outlined in the Scheme, and also nominate a recurrent Discipline/School account to receive award funds. Please note, Research accounts are not permitted for this purpose.
* **Is there a deadline by which I must submit teaching development proposal?** Teaching Development Grants may be drawn down in the next financial year, starting 1 October, 2023. The proposal must be submitted by 30 November 2023.
* **If unsuccessful, can I get feedback on my submission?** - The Scheme does not facilitate feedback to nominees
* **Can I appeal the outcome of awards process?** - The Scheme is not open to appeal