Project Proposal Form 2024-25

This form is intended for completion by project teams that have formed through the STEP Network during session 2024-25. By engaging with the Discovery Days and Navigation Sessions, project teams should have much of the information required.

The purpose of this form is to provide the STEP Steering Group and supporting sector agencies (QAA and CDN) with sufficient information to confirm which projects will be supported. However, in order to ensure that institutions are able to support projects, we would strongly encourage project teams to produce detailed project plans at this stage.

**Please return this form to info@step.ac.uk no later than 5pm on Wednesday 11 June 2025.**

The STEP Steering Group will consider proposals at its meeting on Wednesday 25 June 2025, after which decisions and feedback will be communicated to project teams.

### 1. The Project Team

Please use the table below to indicate who will be involved with this project.

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|  | **Contact details (including name, job title, email and telephone number)** |
| **Name of lead institution**  *While there may be co-leads to help support the delivery of the work, there should be a single lead institution for contracting purposes.* |  |
| **Name(s) of partner institutions**  *One institution per row (add more rows as necessary).*  *By adding institutions’ details, you are confirming that they have agreed to be part of the project. Please note that you can include additional institutions as the project proceeds, but you need at least one partner to begin. Each project must have at least one HEI and one college as partners.* |  |

### 2. The Strategic Case

Please use the tables below to provide more detail about your project. You may find it helpful to refer to your Theory of Change model to complete this section (in particular: *title, situation, aims,* and *impact*).

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| **2.1 Title**  *This should communicate the key essence of the project without being overly long or wordy.* |
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| **2.2 Context and rationale for project**  *This section should set out the background and need for the project. You should consider:*   * *What is the current context in this area?* * *What needs to be achieved? What changes need to be implemented?* * *How will the proposed project achieve impactful change in this area?*   *You may wish to include references to publications, case studies, statistics, etc. here appropriate. Maximum 500 words.* |
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| **2.3 Project scope**  *Identify the high-level aims and the objectives of the project. You must demonstrate that the project’s aim and objectives clearly align with the current STEP topic, ‘Supporting Diverse Learner Journeys’ and a particular sub-topic. These can be found here:* [*https://step.ac.uk/what-is-step*](https://step.ac.uk/what-is-step)  *Aim: Using a few sentences, explore what the project will aim to achieve.*  *Objectives: Set out your objectives that demonstrate how the aim will be achieved using bullet points. Provide a few sentences for each objective, demonstrating its relevance supporting the achievement of the project aim.* |
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| **2.4 Outcomes and indicators of success**  *State the intended outcomes of the project and how these will be demonstrated, referring to specific metrics. This section should make clear how the project will impact on both the participating institutions and the Scottish tertiary sector more broadly. Maximum 500 words.* | |
| Short term (one year) |  |
| Medium term (two to three years) |  |
| Long term (over three years) |  |

### 3. Project planning

Please use the tables below to provide more detail about your project, the planned project outputs (things undertaken/produced) and your plans to manage the project outcomes (results of activities and things produced) to specification.

You may find it helpful to refer to your Theory of Change model to complete this section (in particular: *inputs, activities,* and *outputs*), as well as the work you have done on student engagement.

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| **3.1 Activities and outputs**  *Identify the key activities and outputs that your project will deliver, and how these will build on previous sector work and outputs (where relevant). Maximum 500 words.* |
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| **3.2 Timeline**  *Provide an indicative timeline here illustrating the key phases of the project. Please consider activities that may need longer lead-in times, such as recruitment of project staff and ethical approval for research activity. If you are planning a one-year project, please delete any unnecessary rows.*  *A detailed project plan with SMART objectives will be required if the project is approved.* | |
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| **3.3 Project management**  *State how the project will be managed by the delivery team, providing information on individual and institutional responsibilities for accountability. Detail anticipated time required for teams to undertake activities, participate in meetings, attend events, etc., within and across institutions. Outline how risks will be identified and mitigated. Maximum 500 words.* |
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| **3.4 Student engagement and partnership**  *Indicate how you will engage with students throughout your project. You should refer to the eight features of* [*Scotland’s Ambition for Student Partnership*](https://www.sparqs.ac.uk/upfiles/Partnership_Ambition_resource.pdf)*. Maximum 500 words.* |
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| **Surveying students**  *If you intend to survey students as part of your project, please indicate which students you hope to reach and when.* |
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| **3.5 Dissemination**  *Please indicate how you will engage with the sector more widely and take steps to disseminate and embed the work of your project. This might include partner and wider sector meetings and consultation, and the publication and promotion of your outputs. Maximum 500 words.* |
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| **3.6 Resources required to deliver the project**  *Provide a breakdown of funding and other support you would require in each year of the project. If you are planning a one-year project, please delete any unnecessary rows. Please note that funding will be confirmed on an annual basis.*  *Projects are encouraged to consider the time required for student engagement in projects, ensuring equitable and consistent reward.* | |
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