Please complete this form and return to [**SACA@nottingham.edu.cn**](mailto:SACA@nottingham.edu.cn)

We will contact you to discuss your proposal.

|  |  |  |
| --- | --- | --- |
| **Details** | | |
| **Staff partner(s)** | **Name** | **Email** |
|  |  |
| **Director of Teaching** | **Name** | **Email** |
|  |  |
| **Have you got Director of Teaching approval?**  *(please note that this is needed before we can put the project to our ePanel)* | Yes | No |
| **Sponsor School/Department** |  | |
| **Project title** |  | |
| **Expected start date** |  | |
| **Date of application** |  | |
| **Project Background** *(why it needs to be done)* | | |
|  | | |
| **Project Summary and Aims** *(give a brief description of what the project is and what* ***change*** *you would like students to achieve)* | | |
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| **How will you recruit students?**  *e.g. email recruitment, LCFs, reps, shout outs in class etc. We recommend 3-5, minimum 2. Please mention if they need to be from a specific discipline/cohort/other.*  *If you have students already recruited, please list their names and email addresses instead* |
|  |

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| **What activities are students likely to undertake and what would they produce?**  *e.g. evaluation and production of a report with recommendations, video; guide; booklet; other resource*  *(NB. Actual process and outcome to be planned in partnership with students)* |
|  |

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| **What Impact do you think could arise from this project?** |
|  |

If you have any questions, please contact [**SACA@nottingham.edu.cn**](mailto:SACA@nottingham.edu.cn)