

APPLICATION GUIDANCE

Assessing Practical Science Skills in Schools and Colleges



We recommend using this guide as you prepare your application. It covers:

1. what to include in your expression of interest
2. how to answer the questions in the online application for full proposals.

If you are looking at the PDF of the sample application form, bear in mind that the real online application contains drop-down questions that do not appear in the PDF.

1. GUIDANCE FOR EXPRESSIONS OF INTEREST

Submission deadline: 5pm on 31 March 2017

To format your expression of interest:

- use no more than two sides of A4
- use Arial, Calibri or Times New Roman font
- use a font size no smaller than 10 points
- have page margins no smaller than 2cm.

To outline your idea, include:

- the main research question(s) you are addressing
- key details of how you will develop and test interventions
- how you will ensure your approach usable in schools, by exam boards and Ofqual
- your intended partners.

2. GUIDANCE FOR FULL PROPOSALS

Submission deadline: 5pm on 24 April 2017

You must use our Grant Tracker: wtgrants.wellcome.ac.uk

Application summary

Application title

Give your project a meaningful title.

Proposed duration of funding [in months]

How many months do you anticipate your project lasting? Remember that usable results (including pilot data) should be ready by mid-2020.

Proposed start date [select a date]

When would you like your project to begin? We aim to give you a funding decision by mid-July 2017, so your start date should be no sooner than 1 August 2017.

Are you applying through an organisation? [Yes/No]

You can apply as an individual or through an organisation. This affects which bank account the funds are paid into and where the legal responsibility for the grant sits.

If you apply as an individual but we think it would be better to manage the grant through an organisation, we'll talk to you about this.

Name of administering organisation

If this organisation is already on our system, its name will appear as you type. If not, you can just add it here.

Address where the grant will be held

If you're applying through an organisation, this should be the organisation's address. If you're applying as an individual it should be your main address.

Is there someone at your organisation who needs to approve your application before it is submitted to the Trust? [Yes/No]

If you're applying through an organisation, we expect you to follow its approval process. So if there is someone at your organisation (a director, for example) who needs to approve the application before we consider it, you must add them to the form: click 'Add...' and search for someone using their surname. If your approver is not registered on Grant Tracker you must add their name and email address and then invite them to register using those details. If you need any help with this step, please contact our Grants Information Desk on 020 7611 8383.

Lead applicant

Give details of the person who will lead this project, having the main intellectual input into it and ownership of its outcomes.

Whether you're applying as an individual or an organisation, this is the person we'll send all the formal grant paperwork to and the person we will expect to contact throughout the grant.

If you're applying via an organisation the lead applicant doesn't have to be employed by that organisation. If so, we suggest making sure the rights and responsibilities of both parties are clear before you apply.

Grant Tracker will automatically set the lead applicant to be the person who logged in to start the application.

Collaborators

Will you require any key collaborators for this proposal? [Yes/No]

Collaborations with teachers, learned societies/professional bodies and exam boards are encouraged.

Please list any key collaborators

Give their names, the organisations they represent and their intended contribution to the project.

Confirmation

Tick the box to confirm that these collaborators have agreed to be involved as described and are willing for their details to be included in this application.

You can provide a letter of collaboration from each collaborator if you want to; you can add them in the 'Additional Information' section at the end of the form.

Proposal summary

Using plain and non-technical language, outline what you intend to do, why it matters and how it will be applied in practice. We may use this to describe your project to wider audiences. Use no more than 200 words.

Details of proposal

Your proposal should focus on how to assess practical skills as currently specified in the A-level and GCSE frameworks for England, rather than developing new curricula. We would also be interested in approaches that could be transferred across different qualifications. You will need to consider how your proposed methodologies might be able to accommodate future curriculum change, such as the work currently being developed by the Royal Society of Biology, Royal Society of Chemistry and Institute of Physics.

Your research must:

- be able to inform qualification reform and should therefore involve an element of piloting
- be of appropriate duration for the work and have usable results no later than mid-2020
- be fit for purpose and appropriate for a range of teachers, exam boards and qualifications
- ideally, be tested with respect to its effectiveness and impact on teaching practice.

Possible areas of research might include:

- the effectiveness of written questions for assessing practical skills and knowledge
- innovative ways of assessment, such as digital portfolios or comparative judgement
- use of moderation and other ways to develop reliable, unbiased teacher assessment.

The report from the Royal Society's International Assessment Conference¹ provides additional context to this area of research.

¹ royalsociety.org/science-events-and-lectures/2016/10/international-assessment-conference/

Your proposal should clearly identify how you will address the above issues, and should cover:

- a) Background research and narrative rationale for your approach.
- b) Theoretical underpinning of your study.
- c) Key methodologies that you expect to use, including, where relevant:
 - i. clear details on both the population of interest and the unit of analysis
 - ii. how you will recruit to your study
 - iii. data you anticipate collecting
 - iv. how you will analyse your data and ensure your findings are robust
 - v. consideration of likely sources of bias.
- d) Feasibility and implementation – how will you assess the feasibility of implementing your project in real-world situations? How you will ensure the findings of your project:
 - i. can be used practically and delivered in schools, including consideration of unintended consequences
 - ii. are sufficiently robust for Ofqual's purposes
 - iii. will be feasible and freely available for all exam boards to use?

You should include the role of any partners and advisers in achieving this.

- e) Legal and ethical aspects – demonstrate that any necessary legal and ethical requirements are addressed or provide a clear plan of how they will be, especially if working directly with children or young people.
- f) Project delivery
 - i. project management, including:
 - key staff and their roles within the project, including an estimate of their time commitment
 - timelines and milestones
 - ii. details of any steering group or similar and how they will work with the project team.
- g) Dissemination – how will you disseminate the findings of your project, and what opportunities might there be to share early results?

You can either enter text directly into the application or write it separately (for example in Word) and attach the file/paste the text in. Use no more than 4,000 words.

Costs requested and justification

Please select the currency in which you wish to apply.

Select 'GBP'.

Is the selected currency your local currency? [Yes/No]

Enter 'Yes'.

Salaries

If you need budget for people's salaries, please enter 'Yes' and then give details of the costs you are requesting. Use precise costs, not estimates.

If you don't hold an established academic post, we'll pay your salary.

If you do, you can ask for funds for research or teaching buy-out leave to cover the cost of a temporary replacement lecturer. These funds:

- can cover up to 40% of your contracted time
- are usually for someone more junior than you
- can be spread across the full period of your grant.

Materials and consumables

If you need budget to buy materials and consumables, enter 'Yes' and then give details of the costs you are requesting. Use precise costs, not estimates.

These are things that you buy that will get used up during the course of the project. We only pay the costs of materials and consumables directly incurred by the project; we do not cover general costs for items such as photocopying or stationery.

Equipment

If you need budget to buy equipment that will be used for the project, enter 'Yes' and then give details of the costs you are requesting. Use precise costs, not estimates.

These are things that you have to buy that you will still be able to use once the project is finished.

Travel and subsistence

If you need budget for travel and subsistence, enter 'Yes' and then give details of the costs you are requesting. Use precise costs, not estimates.

Up to 5% of your total grant can be for travel costs.

Miscellaneous costs

If you need budget for anything else, enter 'Yes' and then give details of the costs you are requesting. Use precise costs, not estimates.

You may want to consider:

- fees for other people who are essential to the project, such as consultants
- allowances for steering group members
- incentives for students or teachers to be involved in piloting, such as vouchers or cash
- costs for attending conferences, including registration fees

Justification for resources requested

Explain each of the costs requested, including why it's needed for the project and any rates or calculations that the cost is based on.

Additional information

You may upload additional information to support your application. **You can only submit a single PDF document, so if you have multiple documents to include, please collate them.**

Additional information may include:

- Brief CVs or biographies from key collaborators (each no more than 2 sides of A4).
- Letters of collaboration from every collaborator who has agreed to be directly involved in the project – such as consultants, advisers and organisational partners. These letters should explain their specific roles and duties in the project and their agreement to participate.
- Altogether, any further additional information, such as appendices, must not exceed 5 sides of A4.