



## Workload Challenge: application guidance

You must submit your fully completed application online by 5pm on Wednesday 9th November 2016. Any applications received after this deadline will not be accepted.

All applications must be completed by the lead school. Before applying you'll need to meet with your strategic partners (schools and others) to plan your research programme and read the evidence requirements below. The word limit for each question is 250 words. You will not be penalised if your answer is shorter.

### Contact

Please email any queries to [college.research@education.gsi.gov.uk](mailto:college.research@education.gsi.gov.uk). We can't discuss your application, only application process issues.

### Evidence Requirements

Applications will be scored against the following evidence requirements.

Question	Evidence required
<b>1. What will your research project investigate and how does it support the recommendations of the Teacher Workload Review Groups?</b>	<p>Brief outline of the project and how it aims to address the Review Group recommendations and any associated areas</p> <p>Reasons for focussing on this area</p> <p>Evidence that there is a grasp of the principles and aims of the recommendations in the Review Group reports</p> <p>Evidence of awareness of how any wider workload issues such as those raised in the Workload Challenge link to your research area</p>
<b>2. What are your anticipated outputs and outcomes?</b>	<p>Details of any products you anticipate at the end of the project in addition to the research report (e.g. set of resources / case study / aide memoire / evaluation tool/accreditation scheme/recommended sustainable approach</p> <p>Evidence of potential impacts of the research.</p>
<b>3. What infrastructure, capacity and expertise will you draw on to support your project?</b>	<p>Evidence of previous experience in collaborative projects with other schools (what was done and what was the outcome)</p> <p>Evidence of how you will collaborate with a range of schools both inside and outside your partnership on this project</p>

	<p>Evidence of how you will secure commitment in all of the schools to release staff to work on the research project without impacting unduly on their workloads</p> <p>Evidence of managing grant (or similar) budgets efficiently and effectively</p>
<p><b>4. Who will you work with and how will you build sustainable working relationships (including links with academic researchers)?</b></p>	<p>Brief details of previous experience in qualitative and quantitative research</p> <p>Evidence of how you will engage with relevant experts to ensure that your methodologies will be robust and that the research is carried out appropriately (including reporting/dissemination of findings)</p> <p>Evidence of how you will build sustainable networks and links with other schools and with academic researchers</p>
<p><b>5. How will you measure the success of the project and evaluate the difference made to teacher workload?</b></p>	<p>Evidence of the quantified benefits you expect to achieve</p> <p>Details of how you will measure the impact on teacher workload as a direct outcome of your project</p> <p>Appropriate impact measures to ensure that the project has not had a negative effect on pupil attainment</p> <p>Other possible benefits of the research.</p>
<p><b>6. How will you share the findings of your research and make these accessible across the system both in your region and nationally?</b></p>	<p>Brief details of previous research projects you have carried out and how you have used and disseminated the findings</p> <p>Outline dissemination strategy for this project</p> <p>Details of how your project could be/will be carried out in a range of different contexts</p>
<p><b>7. What is your delivery plan (including key milestones) and what process will you use to manage risks?</b></p>	<p>Activity, timelines and milestones that will enable you to plan, design, deliver and evaluate your research project including interim and final project reporting</p> <p>Outline of the management structure of your project including roles and responsibilities</p> <p>Appropriate risk management strategy, including contingency plans in the event of project slippage</p>
<p><b>8. Please provide a breakdown of your costs<sup>1</sup>. How will you achieve value for money?</b></p>	<p>Outline of the expected costs of your project (broken down by activity)</p> <p>Evidence of plans to manage costs and keep within available funding</p>

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<sup>1</sup> All grant funding is subject to our [Collaborative fund: grant funding agreement terms and conditions](#)