

Submission requirements

- Claim: 300 word context + Core Team list (max. 15) + 4,500 words in 2 parts inc. tables, notes, diagrams + ref list. No pictures, photos, logos, links.)
- Statement of support: 1,000 words
- Nominee information: names, job title, department, AHE theme and subject specialism
- Equal Opportunities Monitoring Survey: anonymous data collected after awards made

NB Submission of claim documents only by the TEAL, as pdf. Deputy/Team leader cannot be the TEAL. Pro-formas are provided, strict formatting requirements. Team Leader cannot apply for NTF in the same year.

Claim: context statement (not judged)

The team's professional and institutional context and alignment with AdvanceHE's themes. Includes: institution scale, mission group, special identity, strategy, team position, project timescale, rationale for claim.

Statement of Support

Role

- Validate the Claim and impact
- Provide supplementary evidence
- Confirm support for future activity

Writing process

- Witten by P/DVC
- Signoff by VC

Supplementary evidence

- appropriate from other sources
- institutional context for impact
- position team relative to peers
- impact on senior colleagues
- effect on policy
- external recognition/reputation

Key features of success

- Explicit ways of working
- Focus on value of teamwork
- Contextual relevance
- Breadth and depth of evidence
- Reach
- Value
- Transformative impact
- Underpinned by scholarship
- Reflective
- Purposeful

CATE Criterion 1: Excellence in the team's collaborative approach

Evidence of excellence in the team's approach to working collaboratively, commensurate with their context and the opportunities afforded by it.

- aims, objectives and rationale for the team's structure (inc. student/s) and approach;
- how the group constitutes a team, collaborative practices, growth in effectiveness;
- shared goals, integrated expertise, shared leadership, working relationships;
- working collaboratively with a range of stakeholder groups;
- being flexible and creative in working to address unanticipated situations or events;
- processes in place for measuring the impact or outcomes of collaborative work.

NB the award is for successful collaboration, it is not for the project, or for innovation.

Evidence: impact of collaboration

- Composition of team across boundaries
- Status of group, number of activities, membership diversity/growth, quality of strategic plans, impact on institutional policy, awards, funding
- Group development: leadership, functioning, skills
- Growth / adoption of activity by others – change in others' practice and impact on their students
- Third party feedback: testimonials from students, peers, external examiners, industry, inter/national bodies

Evidence: student outcomes

- Engagement: attendance, retention, library use, online time, discussion activity, volunteering.
- Performance: first-time pass rates, attainment (and gap), progression, specific skills, degree outcomes.
- Satisfaction: testimonials, student feedback scores for staff, in modules, comparative, NSS.
- Employment: (graduate) employment rates, case studies, further study, specific industry, BAME gap

CATE Criterion 2: Excellence in the impact of collaborative working

Evidence of the team having a demonstrable impact on teaching and learning as a result of their collaboration, including beyond their immediate academic or professional area.

Reach

Which students have been affected by your work?

- Inter/departmental
- Inter/national
- Specific groups

Value

What is the nature of the benefit to students?

- Quality of experiences
- Change in approach
- Ethics of practice

Impact

What has changed as a result of your work?

- Policy formation
- Teaching practices
- Student outcomes

Evidence: institutional level and beyond

- Institution's status: kite marks, rankings, alumni / external partnerships, staff participation / progression / recognition
- Institutional recognition of team: annual reviews, manager comments, awards, mentor requests, project lead requests, number of initiatives
- Sector recognition: PSRB involvement, accreditation, elected positions, advisory roles, book sales, invitations, grants awarded, professional recognition