# **Student-Staff Partnerships: Project Submission Form 2021**

Thank you for your interest in submitting an SSP Project. This project submission template may be used to draft your submissions. If you have any questions or are a bit daunted about the submission, you can catch-up with a member from the SSP team or send through a draft of your submission for friendly peer review (SSP@uq.edu.au).

You will note in this document we have tried to flag post questions that only need to be completed if requesting an **extension** and questions that only need to be completed if submitting a **new project** idea. In the StudentHub form, the relevant questions will only appear based on your selection.

**Please remember to submit your final project submission via** [**THIS FORM**](https://studenthub.uq.edu.au/Form.aspx?id=2808304), before submissions close for your desired round. Check the project timelines [HERE](https://employability.uq.edu.au/get-experiences/student-staff-partnerships/student-staff-partnership-projects/student-staff-partnerships-project-timelines).

## Type of Project Submission

Is this an extension of a current SSP Project?

|  |  |
| --- | --- |
|  | Yes - this is an extension  |
|  | No - this is a brand new project idea  |

**Extension Only: What is the current SSP Project ID?**

|  |
| --- |
|  |

## Project Instigator Details

**Project Instigator Name**

|  |  |
| --- | --- |
| First Name | Last Name |
|  |  |

**What is your role in this SSP Project?**

|  |  |
| --- | --- |
|  | Staff Partner – Academic Staff Member *(Go to Question A)* |
|  | Staff Partner – Professional Staff Member *(Go to Question A)* |
|  | Student Partner – Undergraduate Student *(Go to Question B)* |
|  | Student Partner – Postgraduate Student *(Go to Question B)* |

|  |  |  |  |
| --- | --- | --- | --- |
| **(A) What is your Staff username?**i.e. your UQ login (uqncrisp) NOT your MyAurion number

|  |
| --- |
|  |

 | **(B) What is your Student Number?**i.e. the eight-digit number without "s" (43895155)

|  |
| --- |
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 Email Address

|  |
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|  |

Phone Number

|  |
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## SSP Project Team

**Do you require recruitment or support from the SSP Team to form your team?
(can select more than 1)**

|  |  |
| --- | --- |
|  | We do not need to recruit student partners |
|  | We need to recruit student partners |
|  |  I’m a student and need help finding a staff partner |

**How many other student or staff partners are currently involved in the project?**
Below you will need to state each partner's name, email and role in the project.

|  |  |  |  |
| --- | --- | --- | --- |
|  | No other partners are involved in the submission |  | 6 |
|  | 1 |  | 7 |
|  | 2 |  | 8 |
|  | 3 |  | 9 |
|  | 4 |  | 10+ |
|  | 5 |  |  |

**For EACH partner, please state:**
In this document, please just copy and paste the below three questions for each partner.

**Partner Name**

|  |  |
| --- | --- |
| First Name | Last Name |
|  |  |

**Email Address**

|  |
| --- |
|  |

**What is your role in this SSP Project?**

|  |  |
| --- | --- |
|  | Staff Partner – Academic Staff Member  |
|  | Staff Partner – Professional Staff Member  |
|  | Student Partner – Undergraduate Student |
|  | Student Partner – Postgraduate Student |

# Project Details

## Project Scope & Motivation

**Project title**

|  |
| --- |
|  |

**New Project Only: Project Overview**

*Briefly provide an overview of your SSP Project and how it addresses a current need or challenge in the UQ community. Make sure your responses align with the Scope and Motivation section found in the selection criteria (approximately 150 words).*

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**Extension Only: Project Extension Overview**

*​Please address these questions in your responses below (approximately 250 words).*

* *Why is this extension required? (e.g. do you need more time to complete your current project tasks, or do you wish to extend the scope of your project?)*
* *What are you hoping to achieve in this project extension?*
* *Why is it vital to continue to engage in partnership, rather than hiring students?*
* *If recruiting new student partners, please explicitly articulate how there will be flexibility for new students to contribute to the design of the project (including methods and outcomes).*
* *Note: If you are looking to co-create a publication (e.g. article, reflective piece or conference submission), this must have a focus on partnership (e.g. not solely be discipline-based research).*

|  |
| --- |
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**In which Faculty or Division will this project primarily fall under?**

|  |
| --- |
|  |

**In which School or Unit will this project primarily fall under?**

|  |
| --- |
|  |

**On what campus will this project be based? (can select more than one)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Herston |  | Gatton |
|  | St Lucia |  | Online |

**Identify Project Round**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Round 1 2021 |  | Round 2 2021 |
|  | Round 3 2021 |  | Round 4 2021 |

**New Project Only: How does this project align with the strategic intent of the University?**

|  |
| --- |
|  |

**Will the project's focus be on Aboriginal and Torres Strait Islander peoples, languages, knowledges and/or cultures?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |
|  | Potentially |  | Unsure |

**Will the project involve Aboriginal and/or Torres Strait Islander peoples?**
For example project partners, collaborators, focus group participants that identify as Aboriginal and/or Torres Strait Islander peoples.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |
|  | Potentially |  | Unsure |

## Partnership Ethos

**Identify which stream your project will fall within (select one)**

|  |  |
| --- | --- |
|  | Teaching & Learning |
| If selected Teaching & Learning, select one of the following: |  | Co-designers (redesigning course/program, developing assessment and learning activities and blending learning resources etc.) |
|  | Co-creators (curriculum review and creating new courses) |
|  | Pedagogical consultants/advisers (evaluating courses via classroom observations, focus groups etc.) |
|  | Student Experience |
| If selected Student Experience, select one of the following: |  | Co-designers (designing events, support systems/networks) |
|  | Co-evaluators (assessing activities and events via focus groups, surveys etc.) |
|  | Governance & Strategy |
| If selected Governance & Strategy, select one of the following: |  | Co-authors (developing university strategy/policy) |
|  | Co-creators (developing materials/supports for representatives) |
|  | Co-designers (developing and designing governance mechanisms) |

**New Project Only: Partnership Ethos Overview**

*Expand upon how this project aligns with the SSP ethos (mutual learning, accountability and shared responsibility etc.), and how it is a collaborative effort between students and staff. Outline why is it important to work in partnership to address this UQ Community need or challenge. Make sure you respond to the Alignment to Partnership Ethos criteria (approximately 200 words).*

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## Team Structure

Student Partners will receive grants based on the maximum contact hours involved for the project (including a 2 hour induction, co-developed plan and retrospective report). Please indicate the number of Student Partners against the corresponding grant level. No more than four (4) Student Partners per project. These partners should be at the same engagement level.

|  |  |  |  |
| --- | --- | --- | --- |
| **Level** | **Grant Value per Student Partner** | **Maximum Contact Hours** | **Duration of Project** |
| 1 | $500 | 25 | approx. 6 weeks |
| 2 | $750 | 37 | approx. 13 weeks |
| 3 | $1,000 | 50 | approx. 13 weeks |

**How many student partners are required for the project (and at which grant level)?**

|  |  |
| --- | --- |
| Level 1 Grant |  |
| Level 2 Grant |  |
| Level 3 Grant |  |

**How many (of the above) student partners do you need us to recruit?**

*For example, you may already have two student partners involved, but want to recruit two new student partners; or you may need us to recruit all student partners.*

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## Project Listing Details

**If your submission is successful, are there additional details that you would like us to include within the project listing?** For example,

* Do you require the Student Partners to have completed a particular course or program?
* What are you hoping that students will bring to this project? (E.g. an interest in X, willingness to learn new software etc.)
* Is there anything that students may need to know before applying for the project (e.g. they must be available on campus, they are able to do the project remotely, they need to attend a particular workshop or event)?

Note: Student partners will be asked to address these points within their application.

|  |
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**Do you wish to conduct interviews with students?**The SSP Team will send through all student partner applications, but you can choose to interview students if you wish. We will include a statement in the project listing if you are looking to conduct interviews. If you have any specific interview dates or requirements, please let us know above.

|  |  |
| --- | --- |
|  | Yes |
|  | No |

## Student partners Partnership Conditions

|  |  |
| --- | --- |
|  | I confirm that I have read and understood the Project Selection Criteria |
|  | I confirm that I will be available to commence the Project at the specified Round timelines |
|  | **Extension Only**: I confirm that I will check with the SSP Team if our team is required to attend a 2 hour Partnership Induction during the specified Round timelines |
|  | **New Project Only**: I confirm that I will attend a 2 hour Partnership Induction during the specified Round timelines |

**If your project is successful, are you okay with us sharing your project submission with your project team?**

|  |  |
| --- | --- |
|  | Yes |
|  | No |

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