# **Student-Staff Partnerships: Project Submission Template**

Thank you for your interest in submitting an SSP Project idea.

This project submission template may be used to **draft your submission** together with your current project team (i.e. with other project instigators) and/or to submit your draft submission to the [SSP Projects Team](mailto:ssp@uq.edu.au) for feedback (up to one week before submissions close).

This template includes all questions for submitting a new project idea and when requesting a project extension. 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=3638638), before submissions close for your desired round. Check the project timelines [HERE](https://employability.uq.edu.au/ssp-projects/timelines?p=0).

## Project Submission Type

**Identify Project Round**

|  |
| --- |
| Please check the [SSP Project Timelines](https://employability.uq.edu.au/ssp-projects/timelines?p=0)for the different rounds. Project duration can be up to 15 weeks or 21 weeks, depending on the project round. Longer projects up to 21 weeks are only available in Round 1 and 3. You can indicate your desired project length when selecting the level of engagement of student partners (in the *Team Structure* section). |

|  |  |
| --- | --- |
|  | Round 1, 2022 |
|  | Round 2, 2022 |
|  | Round 3, 2022 |
|  | Round 4, 2022 |

**Is this a new project submission or an extension?**

|  |  |
| --- | --- |
|  | New project |
|  | Extension |

## Project Instigator Details

**Project Instigator Name**

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

**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) Staff ID**  Enter your UQ login (uqabcde)   |  | | --- | |  | | **(B) Student Number**   |  | | --- | |  | |

Email Address

|  |
| --- |
|  |

Phone Number

|  |
| --- |
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## Project Details

**Project title**

|  |
| --- |
|  |

**Project stream and type of engagement (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) |

**Faculty or Division this project will primarily fall under**

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| --- |
|  |

**School or Unit**

|  |
| --- |
|  |

**Campus this project will be based (can select more than one)**

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

**New Project Only: Has this project been discussed with your supervisor and aligns with the strategic direction of your faculty or division?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes, discussed and aligns with the faculty/division’s strategic direction |  | No, not yet discussed with my supervisor |

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

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

**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 |  | Maybe |

## Project Selection Criteria

## New Project Only: Project Selection Criteria

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| --- |
| In this section you will need to address the [SSP Project Selection Criteria](https://employability.uq.edu.au/ssp-projects/project-selection-criteria). The panel will assess your responses in line with the criteria and [SSP Project Submission Rubric](https://employability.uq.edu.au/files/178463/SSP%20Project%20Submission%20Rubric_Final_211014.pdf)*.* |

**Project Scope and Motivation**

**What is the need and/or challenge you aim to address in this partnership project? How will this project benefit UQ students/staff or the wider UQ community? (40 – 60 words)**

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**Briefly outline the scope of this partnership project and how it can be achieved in the designated timeframe (considering the size of the team and the level of student engagement). (20-40 words)**

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**Explain how your partnership project will be flexible to allow all partners (students and staff) to contribute to the design of the project, including methods and outcomes. (20-40 words)**

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**What are the expected outcomes of this partnership project? If your project is focused on research outcomes, explain why you need to address this in partnership. (20-40 words)**

*Please note Summer and Winter Research Program may be more suitable if your focus is exclusively on research outcomes.*

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**Please explain how this partnership project proposes the creation of new resources and/or support networks that do not already exist at UQ. (20-40 words)**

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### **Partnership Ethos**

**Please explain how this partnership project aligns with the SSP ethos (i.e. mutual learning, accountability and shared responsibility), and how it is a collaborative effort between students and staff (80-100 words)**

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**Please outline why it is important to work in partnership and how both student and staff perspectives are critical to achieving your project aim (50-80 words)**

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## Extension Only: Project Selection Criteria

**What is the current SSP Project ID?**

*The Project ID (e.g. 1234567) can be found on the Retrospective Report or Co-Developed Plan of the current project you wish to extend.*

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**Briefly outline the aim and scope of the project extension, and why this extension is needed. (40-60 words)**

*Please note SSP projects are not intended to fund ongoing initiatives.*

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**Explain why is it vital to continue engaging in partnership to achieve the desired outcome of this project extension. (40-60 words)**

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**Explain how your project extension will be flexible to allow new student or staff partners to contribute to the design of the project, including methods and outcomes. (40-60 words)**

*Enter N/A if you are continuing with the same project team (i.e. no new partners).*

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## Project Team

## Team Structure

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| In this section you will need to identify the team structure for your SSP project team, including:   1. **Team Size** – how many student and staff partners in total 2. **Current Partners** – details of partners who are already involved in this SSP project (e.g. project instigators). For project extensions, this includes partners who will continue in this next phase of the project. 3. **Student Partners** – how many student partners and their level of engagement in this SSP project. |

**How many student and staff partners in total will be involved in this project?**

*Include total number of partners including project instigators, staff partners and student partners.*

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**How many student and staff partners are currently involved in this project (other than yourself)?**

*Include all partners who have been identified as student or staff partners for this project. For project extensions, only include the partners continuing in the project. Below you will also need to detail each partner’s name, email and role in the project. Please do not include yourself here, as your details were advised earlier (as the Project Instigator).*

|  |  |  |  |
| --- | --- | --- | --- |
|  | 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 template, please copy and paste the below three questions for each partner.

**Partner #**

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

**Email**

|  |
| --- |
|  |

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

|  |  |
| --- | --- |
|  | Staff Partner – Academic Staff Member |
|  | Staff Partner – Professional Staff Member |
|  | Student Partner – Undergraduate Student |
|  | Student Partner – Postgraduate Student |
|  | External – e.g. Industry Partner |

## Student Partners

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| --- |
| In this section you will need to indicate the total number of student partners and their level of engagement (grant level).  Please note:   * Student Partners will receive grants based on the maximum contact hours required for the project (including a 2 hour induction, co-developed plan and retrospective report). * Maximum four (4) Student Partners per project * Student Partners must commence at the same level of engagement (grant level) |

**How many student partners in total are required for this project?**

*Include total number of student partners, including current AND new student partners to be recruited for this project.*

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| --- |
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**Grant level for student partners**

*Note: Level 4 is only available for Round 1 and 3 projects up to 21 weeks in duration.*

|  |  |
| --- | --- |
|  | Level 1 ($500 for up to 25 hours / 15 weeks) |
|  | Level 2 ($750 for up to 37 hours / 15 weeks) |
|  | Level 3 ($1000 for up to 50 hours / 15 weeks) |
|  | Level 4 ($1500 for up to 75 hours / 21 weeks) |

## Student Partner Recruitment

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| As you are submitting a **new project idea**, please advise in this section:   * If you have already formed your project team and need to confirm student partners (note: all student partners must apply for the listed project to confirm their engagement). * If you need to recruit new student partners for the project (e.g. you may need to recruit ALL student partners or only SOME student partners, depending on the number already involved in the project). * If you are a student and need help finding staff partners to join the project |

|  |
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| As you are requesting an **extension**, please let us know:   * If the whole team is happy to continue in the extension and you do not need to recruit any new student partners (note: all student partners must still apply for the listed project to confirm their engagement). * If you need to recruit NEW student partners for this next phase (e.g. if one or more student partners are not continuing you may choose to recruit new student partners, or additional student partners if the extension project scope requires a larger project team) |

**What support do you require to form your team? (choose all that apply)**

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| --- | --- |
|  | We need to confirm current student partner engagement in this project |
|  | We need to recruit new student partners |
|  | I’m a student and need help finding a staff partner |

*If selected ‘We need to recruit new student partners’:*

**How many NEW student partners do you need to recruit for this project?**

*Please select number of additional or new student partners you need to recruit for this project. Do not include student partners who are currently involved in the project and have been listed as a current student partner above.*

|  |  |
| --- | --- |
|  | 1 |
|  | 2 |
|  | 3 |
|  | 4 |

*If selected ‘We need to recruit new student partners’ and/or ‘We need to confirm current student partner engagement in this project’ > You will be required to complete the next section: Project Listing Details*

## Project Listing Details

|  |
| --- |
| **If your submission is successful, we will create a Project Listing to recruit student partners for your project.**The information you provide in this section will be detailed in the project listing and may assist you with shortlisting suitable applicants for this project. This section must be completed for **all projects** to assist with (1) confirming current student partner involvement in the project and/or (2) recruiting new student partners.  All students are required to apply to become a student partner for an SSP project.  You may wish to consider the following prompts and discuss this with your current project team:   * Are there skills/qualifications/prerequisites student partners must address? * Do you require 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. whether they must be available on campus or able to do the project remotely, or need to attend a particular workshop or event)?   Please be mindful that SSP projects provides student partners with a space to learn and try something new. |

**About the Project**

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| --- |
| Provide a brief overview/aim of your project, as well as the types of activities student partners may be involved in. The information entered here will appear in the Project Listing and will help student partners determine whether they are **interested in becoming involved** in this SSP project. |

**This SSP Project seeks to:**

*For example: co-design, co-create, co-author, co-evaluate and develop XXXX*

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**As a student partner in this project you might be involved in:**

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**Project Requirements**

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| Please list the skills, attributes and any requirements you wish student partners to address in their application. Be mindful that SSP projects provide a space to learn and try something new. The information entered here will appear in the Project Listing and will help student partners determine whether they may be **suitable applicants** for this SSP Project. |

**We are keen to collaborate with students who:**

*Please list the skills and attributes you wish student partners to address in their application, e.g. Interested in XXXX, Willingness to learn XXXX*

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| --- |
|  |

**Student partners from the following degree/disciplines are encouraged to apply:**

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| --- |
|  |

**Interviews**

**Shortlisted applicants will be invited to attend an interview with the Project Instigator**

*Indicate whether you wish to conduct interviews with students. Note that project instigators are responsible for arranging and conducting interviews with student partners.*

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

## Partnership Conditions

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| --- | --- |
|  | I confirm that I have read and understood the Project Selection Criteria  *Please refer to the Project Selection Criteria here: https://employability.uq.edu.au/ssp-projects/project-selection-criteria* |
|  | I confirm that I will be available to commence the SSP Project at the specified Round timelines  *Further details of SSP Project Round timelines are here: https://employability.uq.edu.au/ssp-projects/timelines* |
|  | **New Project Only**: I confirm that I will attend a Partnership Induction (2 hours) during the specified Round timelines. |

**If your project is successful, do you agree to sharing your project submission with your project team?**

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

**Please remember to submit your final project submission via** [**THIS FORM**](https://studenthub.uq.edu.au/Form.aspx?id=3638638), before submissions close for your desired round. Check the project timelines [HERE](https://employability.uq.edu.au/ssp-projects/timelines?p=0).