# NCI PROGRAMME LIFECYCLE MANAGEMENT (PLM)

# New Programme Development Seed Fund\*

\*Transition phase, operational during the 2022-23 academic year

## Version 1.0, M. Cleary-Gaffney 07th October 2022

## Version 2.0, P. Maguire 18th October 2022

## 1.0 Policy on Seed Funding for new programme development

[NCI’s Strategic Plan 2022-2027](https://www.ncirl.ie/Portals/0/Marketing/NCI%20Strategic%20Plan%202022-27.pdf) commits the College to develop and maintain successful programmes that are distinctive in design, delivery and assessment and are aligned with UN Sustainable Development Goals.[[[1]](#footnote-2)](https://www.ncirl.ie/Portals/0/Marketing/NCI%20Strategic%20Plan%202022-27.pdf)

It is College policy to support the Schools and CELL in the strategic planning of their programme portfolios, aligned to School and institutional strategy. To this end, the College operates a new Programme Development Seed Funding scheme whereby programme proposers, with the approval of the relevant Dean of School/Director of CELL, can apply for funding to cover expenditure needed to help develop the business and academic case for a new programme proposal that will lead to a new NCI award/qualification for learners. This document sets out the detail of the scheme, including procedures to be followed, eligible expenditure criteria and a form.

## 1.3 Funding allocations

The total amount of funding available will be agreed by the Vice-President for Academic Affairs and Research and the Director of Finance, as part of the annual budgetary cycle. The total fund may vary from year to year. The upper limit, per single application, is **€5,000**.

## 1.4. 2022-2023 Transition Year

The 2022-23 academic year is the first year of operation of this fund and is a transitionary year in which a total budget has not been allocated for the scheme. However, the Programme Lifecycle Management (PLM) Executive Sub-Group (PLM-ESG) will consider applications and make recommendations for funding. The financial allocation made will be subject to final agreement by the VP Academic Affairs and Research and the Director of Finance.

The VP Academic Affairs and Research will propose an annual budget for the Seed Funding scheme as part of the Budgetary Approval Cycle for the 2023 financial year (2023-24 academic year).

Please note that the policy, procedures, and criteria for acquiring seed funding are subject to review before the scheme moves out of the transitionary phase and into business-as-usual mode.

## 1.5 Procedures

1.5.1 A Programme Proposer, with the support of the Dean of School/Director of CELL is asked to complete a Seed Funding Form (SFF) when seeking funds to support the business case for development of a new academic programme. The form is provided as an Appendix A of this document. The intention is that this form will be made available online, via the NCI Support Hub (QIE Policies and Procedures section). Until this happens, the form can be completed in the normal fashion and submitted as an attachment to an email.

1.5.2 E-Mail applications should be made through the Quality and Institutional Effectiveness Office (**qie@ncirl.ie**) no later than two-weeks in advance of a scheduled PLM-ESG meeting.

1.5.3 Applications will be assessed by the Programme Lifecycle Management Executive Sub-Group (PLM ESG), chaired by the Vice-President Academic Affairs and Research. The PLM-ESG will endeavour to make a recommendation to award the full budget requested, or a portion of the proposed budget.

1.5.4 The PLM-ESG recommendation is subject to final, joint decision by the VP Academic Affairs and Research and the Director of Finance.

1.5.4. The PLM-ESG will seek to reach a recommendation based on the information provided in the application form, at the scheduled meeting. However, the PLM ESG may decide to request more information from the programme proposer and/or Dean/Director of CELL, as required, in order to help reach a recommendation.  In this scenario, a follow-up decision to recommend an application for funding can be made by e-mail communication between the PLM ESG members, with the approval of the VP Academic Affairs and Research.

1.5.5 The upper limit, per single application, is €5,000. Depending on the stage of development, an application for seed funding can be submitted before a Programme Opportunity Proposal (POP) form, or along with the POP form. The fund will help to meets costs associated with activities that are needed to support:

1. the early-stage conceptualisation of/business-case development for a new programme proposal (Denoted Stages Zero and One in the PLM structure as outlined in Figure 1), or
2. the early-stage development of an approved, new programme.

1.5.6 Eligible costs:

Programme proposers may use the funds for one-off costs, including:

* professional market research (fees) to help determine feasibility and sustainability of the programme concept/proposal;
* one-off programme developments staff costs such as employing a short-term Associate Faculty member/other person-based expertise to develop the programme concept;
* subsistence costs (travel, accommodation, meals etc.) associated with scheduled external meetings necessary to the proposal.

It is essential to provide a rationale for how the funds will be used and the proposed outcomes/benefits of this expenditure for programme development must be provided.

1.5.7 Non-eligible costs

The Seed Funding scheme cannot be used to cover expenditure on:

* equipment (requiring ongoing maintenance)
* licenses for software/access to research repositories/academic journals etc. Justification for how the funds will be used and the benefits of this expenditure for programme development must be provided
* conference costs.

Queries in relation to the eligibility of a type of expenditure should be directed to the QIE team (qie@ncirl.ie), in good time before the two-week deadline in advance of a scheduled PLM ESG meeting.

* + 1. The application must include:
1. The maximum amount of seed funding sought;
2. A costed forecast of how the funds will be used;
3. A rationale for howe the costed activities will support the business case for programme development/support the early-stage development a programme already approved to proceed to validation.

**2.0 Seed Funding Form (SFF) Form**

**2.1 Programme Proposer applying for Seed Funding**

|  |
| --- |
| **Programme Proposer**  |
| **Name1**  |   |
| **School/Centre**  |   |
| **Email address**  |   |
| **Contact tel:**  |   |

**2.2 Proposed Programme Information**

Please include the most up to date information that you have, notwithstanding that the concept may be at an early-stage and a Programme Opportunity Proposal form may not yet have been developed. Advice can be sought from the QIE team at any stage.

|  |
| --- |
|   |
| **Proposed programme title**  |   |
| **Subject/Subject area in NCI and cognate programmes\*** **\*include name(s) of existing cognate NCI programmes in this subject, where relevant.**  |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  **Award Class2**  | **Programme Title(s)**  | **NFQ Level**  |  **Total** **ECTS**   |  **FT/PT/** **both**  |  **Domestic/EU/non-EU/all**  |
| Major3 (Master/ PGDip/ Bachelor/ Ordinary degree/HDip)  |   |   |   |   |   |
| Minor4 (e.g. Higher Certificate, Diploma)   |   |   |   |   |   |
| Special Purpose or Supplementary award5  |   |   |   |   |   |
| Micro-credential6  |   |   |   |   |   |
|  |  |  |  |  |  |

**2.3 Request and rationale for Seed Funding**

|  |  |  |
| --- | --- | --- |
| **a)** | **Please set out, in summary (250 words maximum), the nature of the application: why are you applying for Seed Funding? What is the rationale and what are the intended benefits?** |  |
| **b)** | **How much seed funding is being sought?** *Please note that the maximum draw down is €5,000 per programme proposal, subject to confirmation of available funds.* |   |
| **c)** | **Hav**e **other funds been made available for the development of the proposed programme (eg., School/CELL funding, Research Fundings; HEA Funding; NGO etc.)? Please provide details.**  |  |
| **d)** | **Please specify the stage at which this application is being made (insert Y/N against A or B)** | 1. **Stage 1: Early-Stage Development of new programme already approved via the PLM-ESG and the Executive Group.**
2. **Stage 0: Early-stage conceptualisation of business-case development for new programme (e.g,, stakeholder consultation; market research etc.,).**
 |
| **e)** | **Please specify the type(s) of expenditure (eligible costs are outlined in section 1.5.5) that the seed fundings will be used for?** |   |
| **f)** | **If the proposed costs lie outside the expenditure types listed in section 1.5.1 please specify the type(s) of expenditure being proposed.**  |  |
| **g)** | **Please provide a breakdown of the projected costs of each expenditure cost listed above.** |  |

**2.4 APPROVAL TO SUBMIT TO PLM ESG**

Once completed, this SFF should be emailed to: QIE@NCI.ie

|  |  |
| --- | --- |
| School/CELL approval for submission granted by:     | Submitted to QIE by:  |
| Date submitted to QIE:  |

**2.5 Outcome of Seed Funding Application**

*(to be completed by QIE secretariat to PLM-ESG and approved by*

*the VP Academic Affairs and Research and the Director of Finance)*

|  |  |  |
| --- | --- | --- |
| **a)** | **Does the PLM-ESG recommend that this application is funded?** *(insert Y/N and if Yes, please insert the approved financial allocation).* |  |
| **a)** | **Please comment on the rationale and the extent to which the proposer has provided sufficient detail to justifying the amount of seed funding being requested.** *Note that this information will be provided to the applicant, as feedback.* |  |
| **c)** | **What specific conditions are being stipulated (if any), regarding how the seed funding should be spent?** *This may include specific types of expenditure that are approved; a specific timeframe for draw-down of funds etc.* |   |
| **d)** | **Is there a requirement for the Schools/CELL to make a contribution alongside the Seed Fund allocation?** *If Yes, insert details here.* |   |

1. NCI Strategic Plan 2022-2027. [↑](#footnote-ref-2)