**Intercampus Collaborative Teaching & Learning Initiative**

**Otago Medical School (OMS)**

**Application Form**

**Application Form for funding to support Intercampus Collaborative Teaching Initiatives**

This funding is to assist with the development and coordination of collaborative teaching and learning within departments of the Otago Medical School.

Applications may be for A) Meetings, B) Developing a resource or C) Delivering a resource.

Other initiatives will also be considered – use this form as a base for your application.

Name of Applicant:

Department:

Application Type A: Travel and related costs for a meeting(s)

Date of Meeting: *(If a specific date has not been set please approximate)*

Venue of Meeting: (*Please state the Department & School)*

Purpose of Meeting: (*Please briefly advise the purpose and anticipated outcomes of the meeting – note reporting criteria)*

Attendees of meeting: (*Please list the staff and their department(s) and indicate who will be travelling)*

Funding Requested: (*Note airfares should be arranged well in advance where possible to achieve best prices)*

Date when report of meeting can be expected:

Application Type B: Developing a resource (e.g. eLearning project)

Who will be involved:

What is the resource:

What is the timeframe:

How does the resource contribute to collaborative teaching and learning (note reporting criteria):

Which departments/modules/users will benefit from/use the resource:

Funding Requested: (*Please provide as much detail as possible. Provide a separate budget document if necessary):*

Application Type C: Delivering a cross-campus resource (including trialling/piloting a resource)

Who will be involved:

What is the resource:

What is the timeframe:

Which departments/modules/users will benefit from/use the resource:

How does the resource contribute to collaborative teaching and learning (note reporting criteria):

Funding Requested: (*Please provide as much detail as possible):*

Reporting Criteria

1. The report, following your meeting or resource development will need to be a one to two-page executive summary to include: How you propose to achieve the development and/or introduction of collaborative teaching and learning outcomes within departments in the Otago Medical School.
2. Identify resources that can be shared across campuses.
3. For MBChB programme, link the resources to one or more of the core elements: Relevant Core Presentations (CPs), Core Professional Activities (CPAs) and/or Core Conditions (CCs) - references in Curriculum Map – and consultation with [MaryLeigh Moore](mailto:mailto:maryleigh.moore@otago.ac.nz)
4. If involving e-Learning some detail and evidence of discussions with eLearning staff (eLearning Facilitators etc.)
5. List of action points, timeline(s) and responsible person(s)
6. Any issues which require advice, comment or input from the MB ChB Curriculum Committee (MCC) or other programme committee or programme director (undergraduate / post graduate) or Dean OMS.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Applicant’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

HOD Signature

email completed form to the OMS Dean’s office: [omsdeansoffice@otago.ac.nz](mailto:omsdeansoffice@otago.ac.nz)

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APPROVED/ DECLINED

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Professor Rathan Subramaniam

Dean, OMS