# **Institutional Contact Checklist: National Teaching Fellowship Scheme 2019**

Please complete one form for each nominee to confirm that all the required documents and forms have been completed and uploaded.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Institutional Contact Name:** | | | |  | | |
| **Institution:** | | | |  | | |
| **Name of nominee:** | | | |  | | |
| □ | **Nomination Form**   * Completed by nominee online (in Online Surveys) | | | | | |
| Unique Reference No: | |  | | | |
| □ | **Equal Opportunities Monitoring Form**   * Completed by nominee online (in Online Surveys) | | | | | |
| □ | **Claim**   * Submitted as a Word document * Word limit – 300 for context statement and 1,500 words per criteria * Font - Arial 12 point | | | | | |
| □ | **Statement of Support**   * Submitted as a PDF document * Word limit – 1,000 words * Font size – 12 point * Must be signed | | | | | |
| Completed by: |  | | | Position: |  |
| □ | **Images of nominee**   * Three high resolution 1Mb and 300dpi (minimum) images of nominee. * All three images should be different. * One image to be portrait. | | | | | |
| □ | **Finance Form (for non-subscribers of Advance HE)**   * NTFS payment form completed and submitted to the Finance Team at Advance HE ([finance@advance-he.ac.uk](mailto:finance@advance-he.ac.uk)). * Purchase order raised and sent if paying by BACs. | | | | | |
| **Signature\*:**  **(\*electronic signatures are accepted)** | | | |  | | |
| **Date:** | | | |  | | |
| By signing this document I confirm that:   * I have read, understood and agreed to the Advance HE Privacy Notice. | | | | | | |