# **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.

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| --- | --- |
| **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).
* 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.
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