# **Institutional Contact Checklist: Collaborative Award for Teaching Excellence 2020**

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

|  |  |
| --- | --- |
| **Institutional Contact Name:** |  |
| **Institution:** |  |
| **Name of nominated CATE team:** |  |
| **Name of Team Leader:** |  |
| □ | **Nomination Form*** Completed by Team Leader online (in Online Surveys)
 |
| Unique Reference No: |  |
| □ | **Equal Opportunities Monitoring Form*** Completed by all members of the CATE team online (in Online Surveys)
 |
| □ | **Claim*** Completed by Team Leader
* Submitted as a Word document
* Word limit – 300 for context statement and 3,500 words for the award criteria
* Font - Arial 12 point
* Please make sure all the document is completed and saved using the naming convention:

<Institution>\_<Team LeaderName>\_<DocumentName>e.g. **UniofPoppleton\_ J.Bloggs\_Claim** |
| □ | **Statement of Support*** Completed by Vice-chancellor (or equivalent)
* Submitted as a PDF document
* Word limit – 1,000 words
* Font size – 12 point
* Must be signed and saved using the naming convention:

<Institution>\_<TeamLeaderName>\_<DocumentName>e.g. **UniofPoppleton\_ J.Bloggs\_Statement** |
| Completed by: |  | Position: |  |
| □ | **Images of nominee*** Three high resolution 1Mb and 300dpi (minimum) images of nominee.
* All three images should be different; either portrait or landscape format are acceptable.
* Using the naming convention:

<Institution>\_<TeamLeaderName>\_<DocumentName>e.g. **UniofPoppleton \_ J.Bloggs\_Photo1/2/3** |
| **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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