# **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. | | | | | | |