# **Institutional Contact Checklist: National Teaching Fellowship Scheme 2020**

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**   * Completed by nominee * Submitted as a Word document * Word limit – 300 for context statement and 1,500 words per criteria * Font - Arial 12 point * Please make sure all the document is completed and saved using the naming convention:   <NomineeName>\_<Institution>\_<DocumentName> e.g. **J.Bloggs\_UniofPoppleton\_Claim** | | | | | |
| □ | **Statement of Support**   * Completed by Vice Chancellor/Principal/President (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:   <NomineeName>\_<Institution>\_<DocumentName> e.g. **J.Bloggs\_UniofPoppleton\_Statement** | | | | | |
| 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. * Using the naming convention:   <NomineeName>\_<Institution>\_<DocumentName> e.g. **J.Bloggs\_UniofPoppleton\_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. * In submitting my nomination, to the best of my knowledge, there is no confirmed or potential impediment to my nominee(s) receiving a National Teaching Fellowship related to their professional standing, and my nominee will uphold the good reputation and values of the National Teaching Fellowship Scheme. I understand that failure of my nominee to do so may result in the suspension or withdrawal of my nomination and any award. | | | | | | |