# **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.

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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*** 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.
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