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# **UDL in Collaboration Award – Application Form**

This award will honour institutions and organisations who are developing a systematic approach to embedding UDL into their institutional/organisational culture, practices, structures, and policies. This application should be made on behalf of a group of colleagues who are collaborating to embed UDL within their specific contexts. This group can be a centre within an ETB, or an entire ETB or College/School within a HEI or on behalf of the institution/organisation as a whole. **Only one application can be made per entity. Endorsement from senior management is required.**

The purpose of this application is to:

* Outline the context before the UDL journey was started
* Demonstrate the steps that have been taken so far towards embedding UDL
* Share future plans to build on the good practice identified

**Outlining the context of the group/organisation is vital to the application.** This allows reviewers to have a benchmark against which to track UDL implementation. Applications that have not adequately established the context will not proceed in the review process.

**Applications will be scored based on the rubric.** We encourage applicants to use this as both a reflection exercise to critically examine their UDL implementation and to use the rubrics as a benchmark for future improvements within their organisation.

**Please complete all sections of this form, including the privacy statement at the end.**

Should you wish to submit a video application, this should be clearly structured based on the below criteria and be between 15-20 minutes. Applications will be reviewed based on the evidence provided and not the production value of the video.

This application is only open to organisations within the Republic of Ireland.

**Lead Applicant:**

**Role:**

**Organisation:**

**On behalf of School/Centre/Section/Team:**

1. **Outline the context of your organisation. Please indicate the number of staff and faculty, the structure, the number and types of learners, etc. (500 words):**
2. **Outline how UDL has been systematically implemented within this context (500 words) (20 points):**

* Stages/level of planning involved
* Clearly stated objectives/goals - progress made to date
* Consistency of application at various levels of the organisation
* Identifying, reflecting upon and overcoming challenges
* Evidence in written policies & procedures

**Questions to consider:**

* Are there clearly stated objectives/goals? Are these individual goals or coordinated by a group?
* How is progress being monitored? Is there a formal review process?
* What is being done to ensure consistency of UDL implementation across the board?
* Where is UDL evidenced in written policies & procedures? Which ones? Is there a clearly conceived action plan?
* Evidence self-evaluation, good practice, and areas for improvement.
* Please explicitly state if specific funding/resources has been allocated for UDL implementation.

1. **Outline how stakeholders are being involved in this process - buy-in of colleagues (management, teaching and professional staff {academic or non-academic staff}, external partners) (max 1250 words) (50 points):**

* Evidence of staff communication and awareness
* Training & events - number of colleagues who have completed the Digital Badge - Other training being signposted: accessibility, disability awareness, Equality, Diversity and Inclusion, assistive technology, etc.
* Dedicated committees/working groups/communities of practice/personnel
* Sharing of good practice and resources

**Questions to consider:**

* How many colleagues have adopted UDL practices? How many have completed the Digital Badge? What % is this of the total staff population?
* How is UDL being communicated within the organisation? How is it communicated within the organisation as a whole? How could this be done more effectively?
* Is UDL or related training provided and organised within the organisation or do staff have to seek this themselves? Are colleagues actively encouraged to undertake this training?
* Is there a resource hub or some repository for UDL related info?
* Are there opportunities for colleagues to share their good practice?
* To what extent are senior management supporting/involved in the process? For example, is the centre manager or head of school helping to achieve buy-in of colleagues?
* To what extent are external stakeholders involved? For example, are there cross-collaborative projects with other centres/organisations?
* Evidence self-evaluation, good practice, and areas for improvement.

1. **Evidence impact on students - namely the level of involvement of students in this process. There should be clear student partnership (500 words) (20 points):**

**Questions to consider:**

* How is the impact of UDL implementation on students being measured?
* Are specific questions being asked in class/module feedback? Is this being done systematically?
* Is this being done for some groups of learners or across the board?
* Is there qualitative and quantitative feedback being captured?
* How are students engaged as active partners in UDL implementation?
* How aware are they of this process? Have they been surveyed? Have focus groups been carried out?
* Are there plans to involve them in planning? For example, to sit on steering/advisory groups?
* Evidence self-evaluation, good practice and areas for improvement.

**\* If you are including student data in any format, please ensure this adheres to your organisation’s GDPR requirements.**

1. **Outline your future plans for deeper UDL implementation (500 words) (10 points)**

* What clear plans have been made by the group/organisation? These must be well articulated with concrete actions and timeframes.

1. **Include a letter of endorsement from senior management (maximum of one page)**

* This should address the entities’ commitment to UDL and their endorsement of this application on behalf of the organisation.
* This can be a centre manager/director, president of institution, etc.

1. **Please provide a 50-word summary of your application and social media handles.** This will be used in promotional materials should you proceed to the final. This will not be judged as part of your application.

Applications will be screened initially by AHEAD and UCD ALL. An international panel of experts will then review and shortlist successful applications.

**Key Dates:**

* Information event for applicants Thursday 12 May.
* Applications close Sunday 5 June.
* Review process from 6 June until 22 July - we aim to inform shortlisted applications in August.
* Shortlisted applicants will proceed to the final mid-October - this will be an in-person and virtual event. Finalists will be required to present in front of a live judging panel and winners will be selected that evening.
* Special publication showcasing award applicants and winners – late 2022.

**Privacy Statement (please complete)**

**How your data is processed:**

AHEAD/UCD Access and Lifelong Learning (UCD ALL) will only process and share your data for the purpose of your application for the John Kelly Awards. The information will be supplied by you, the applicant, in either written or video submission. Your name, email address and role within your organisation will be collected as well as any details about that organisation you wish to supply as part of your application such as names of colleagues, organisational policies, structures, etc.

This information will be reviewed jointly by AHEAD and UCD ALL in the first instance and then a review panel of international experts (some of whom may be outside of the EEA) for the purposes of determining eligibility for the John Kelly Awards.

AHEAD/UCD ALL as coordinators of the awards will be able to view and store your full details. Your data will be stored on either OneDrive/Google Drive and will be shared via email with the international panel.

In order to capture the excellent practice within the sector and add to the wider literature on UDL, it is intended that applications submitted may be included in a special edition of the AHEAD published later this year.

The information provided may also be used as anonymised examples in a thematic analysis carried out by AHEAD and UCD ALL which may also be published.

The information will be jointly held by AHEAD and UCD ALL for a period of one year. By consenting to this privacy statement, you provide the legal basis for the collection and storage of your personal data for the purposes of the Awards process.

If you do not consent to your information being shared, this cannot be reviewed by the panel and your application will not proceed. If you wish to object to these details being processed or wish to have them erased, please contact Daniel Elliott, UCD [daniel.elliott@ucd.ie](mailto:daniel.elliott@ucd.ie).

Under GDPR, a data breach which is reportable to the Data Protection Commissioner must be reported no later than 72 hours after awareness is made of it. All breaches or suspected breaches should therefore be reported to the UCD Data Protection Officer [gdpr@ucd.ie](mailto:gdpr@ucd.ie) without delay for assessment.

**Proof of Consent (to be kept by AHEAD/UCD)**

I confirm that I have read and understood the information provided to me. **Yes/No**

I consent to the information provided by me to be reviewed for the purposes of the John Kelly Award. **Yes/No**

I give permission to AHEAD/UCD to publish the application in the AHEAD Journal. **Yes/No**

**Signature (on behalf of organisation/group/centre)**

**Completed applications should be sent to:** Daniel Elliott,UCD [daniel.elliott@ucd.ie](mailto:daniel.elliott@ucd.ie)

