CATE 2023 Nominated Team Claim Form

**Formatting requirements**

The following conventions should be applied to the Claim. This is to ensure fairness and consistency in the review process across all nominated teams:

* **Word limits:** where word limits are specified, all section headings, text within tables, graphs (all keys, headings, axes and labels), diagrams, in-text citations, endnotes and numerical characters should be included in the word count. Sections A and B of the nominated Team Claim have a maximum word limit; reviewers will not take into account any words exceeding the word limit
	+ **CATE Claims have a total of 4500 words across the two criterion.**
* **Font:** Arial 12 point.
* **Diagrams:** are permitted. Any text appearing within the diagram should be added to the final word count.
* **Headers and footers**: headers should be used for the team name and nominating institution and footers for page numbers.
* **References**: can be included in the body text or put as endnotes (rather than footnotes). Citations used within the text will be included in final word count.
* **Hyperlinks**: do not include – hyperlinks count as additional information and reviewers will not take them into consideration when making their judgement.
* **Pictures and logos:** do not include.

**File Saving:** The following naming convention should be used for all submitted files: <**Institution\_(Team Leader) Initial.surname\_CATEClaim**>;

e.g. ManMetUni\_J.Smith\_CATEClaim

Once you have completed your claim according to the above guidance, please upload to the CATE Submission Portal as an editable Word document: [CATE Submission Portal](https://forms.office.com/Pages/ResponsePage.aspx?id=UPs_KAujjEiQ9M2uT3rm0ewhZbZbUmpFkezJ0Qb_trVUNDBZTUhLRkRXWjY3RklMRTJJNDdMSU9VUS4u)

CATE 2023 Nominated Team Claim Form

|  |  |
| --- | --- |
| **Team Leader name:** |  |
| **Deputy Team Leader name** |  |
| **Team name:** |  |
| **Institution:** |  |
| **Section A, Part 1: Core Team Composition (not scored by reviewers)****Add more rows as required (core team normally 3-15 members)** |
| **Name** | **Role and/or Position** |
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| **Section A, Part 2: Context Statement (not scored by reviewers) (300-word limit)** |
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| **Word count for Section A, part 2 (maximum 300 words)** | *Enter word count for Section A, part 2 here*:  |
| **Section B: Claim against the CATE Award Criteria** **(evidence against each Award Criterion 1 and 2 scored separately by reviewers)** |
| **Criterion 1: Excellence in the team’s collaborative approach** Evidence of excellence in the team’s approach to working collaboratively; commensurate with their context and the opportunities afforded by it. |
|  |
| **Criterion 2: Excellence in the impact of collaborative working** Evidence of the team having a demonstrable impact on teaching and learning, including beyond their immediate academic or professional area. |
|  |
| **Total word count for Section B (maximum 4500 words)** | *Enter word count for Section B here* |
| **Section C: Reference List (not scored by reviewers)** |
|  |
| **Team Leader signature\*:****\*(A typewritten name is acceptable)** |  |
| **Date:** |  |
| By signing this document, I confirm that:* I am not currently a TEAL or Deputy TEAL or a nominee for NTFS 2023
* This claim is solely the work of the nominated CATE team
* I have read, understood and agree to the Advance HE Privacy statement
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