

## **HELOA Best Practice: Pandemic Pilots Award 2022**

### **Sponsored by Data Filtr and RAD Brothers**

#### **How to Enter**

Entering a project for an award is easy and free and is open to any HELOA member at any level, but please make sure you seek institutional approval before you apply.

1. Complete the HELOA Awards entry form using the entry guidelines, including a short written summary of the entry. Entries should be submitted using the online submission form on the website, by 11:59am on 12 November. Shortlisted entrants will be notified by 5pm on 10 December.
2. A panel of judges will shortlist up to two finalist entries to feature in the National Conference brochure, with the winner chosen by Data Filtr and Rad Brothers and announced during the awards ceremony at the National Conference.
3. The award-winning entry will receive a trophy, and finalist institutions will also receive a certificate.

#### **Entry Guidelines**

The HELOA Pandemic Pilots Award is only open to HELOA members.

Judges will be looking for examples of best practice across the sector. This could be in any aspect of higher education liaison work, but may include:

- A special project;
- A specific marketing initiative;
- A new resource or intervention;

#### **Entry Guidelines**

The entry must detail work that has taken place in the last eighteen months or fewer. The work may be on-going.

Each member is entitled to submit one entry. Multiple applications from institutions are acceptable as long as they are led by a different HELOA member.

Submission form questions:

We recommend that you compile your answers to each question on a word processor and then copy and paste them into our online submission form on the website: <https://www.heloa.ac.uk/awards/>

Project title

Background - Please discuss the context of the project with your own institution and/or region your project involved and Covid-19. (approx 500 words)

Project aims and objectives - What does your project aim to achieve? These can be short or long term goals and may still be ongoing. (approx 750 words)

Project description - You might wish to discuss: how you expect(ed) to achieve the aims and objectives; the project timeline; research undertaken; methodology used; resources used; challenges encountered; expected and unexpected outcomes. (approx 750 words)

Approximate budget - Briefly explain how you calculated the project budget. (approx 250 words).

How did this project address challenges/new opportunities brought about by the pandemic? - Briefly describe how your project overcame challenges or took advantage of the new opportunities from changes in ways of working due to Covid-19. (approx 500 words).

Innovative features - Briefly describe any project features that are particularly innovative. (approx 500 words).

How impact has been/will be measured (approx 500 words).

Project impact - You may include both qualitative and quantitative information here. You might also wish to discuss whether the project impact met or exceeded the stated aims and objectives, or if there were any unexpected aspects to the project's impact.

Please feel free to provide existing feedback from project participants, such as quotes, or articles. (If you would like to submit any photos, please email these to [training@heloac.ac.uk](mailto:training@heloac.ac.uk)).

Please provide a summary of the project in no more than 100 words. Should your project be shortlisted, this summary will be included in the conference brochure and related communications.

Entries will be scored out of 20 with 5 marks being awarded for each of the following categories. Entries will be expected to show good use of available resources and value for money. Available budget will be taken into consideration when judging project outcomes.

<b>Value for money</b>	1 2 3 4 5
To what extent did the project deliver an appropriate return on investment? In your opinion, was the budget allocated to relevant and appropriate costs?	
<b>Innovation</b>	
To what extent was the project creative and innovative? Did the project represent a new idea, or present a new solution to challenges brought about by the pandemic? Did the project demonstrate an innovative approach? Did the project respond appropriately to new challenges?	
<b>Impact</b>	
Was the intended impact achieved? Did the project have an appropriately wide impact? Who was affected by the project, and were these outcomes intended? Can you see ways in which the impact of the project could have been further optimised?	

<b>Evaluation</b>	
Do you think the evaluation methods chosen were effective and appropriate to the project? Were the outcomes of the project recorded carefully and thoroughly?	

- 5 - All aspects of the category were achieved to an excellent standard.
- 4 - Most aspects of the category were achieved to a good standard.
- 3 - Most aspects of the category were achieved to a satisfactory standard.
- 2- The category was mostly unsatisfactory.
- 1 - The category was poor.
- 0 - The category was not addressed.

Online submission form: <https://forms.gle/s2rv6UYBECz2bFKn8>

If you have any questions please contact the Training Team on [training@helo.a.ac.uk](mailto:training@helo.a.ac.uk).