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# **Individual Award – Application Form**

These awards celebrate individuals who are engaging in innovative and excellent practice using the Universal Design for Learning (UDL) framework and delivering a more inclusive learning experience for their students. It is targeted at practitioners who have demonstrated their commitment to UDL by completing the Digital Badge in Universal Design for Teaching & Learning, and who are making exciting changes to their practice as a result of this. Applicants must demonstrate how their practice has developed and expanded beyond the scope of what was required of them when completing the Digital Badge. This is not limited to academic/teaching staff.

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 aligned with the [UDL framework](https://udlguidelines.cast.org/).
* Share future plans to build on the good practice identified.

**Outlining the context of your work in section “Learner Variability & Environment” 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** – use it as a guide for completing the application. Applications that do not clearly show alignment with the UDL framework be marked down. 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 staff of organisations within the Republic of Ireland.

**This application form draws heavily on the UDL Reporting Criteria:**

Rao, K., Smith, S.J., Edyburn, D., Grima-Farrell, C., Van Horn, G., Yalom-Chamowitz, S. (2018). UDL Reporting Criteria. Developed by a working group of the Universal Design for Learning Implementation and Research (UDL-IRN) Research Committee. Retrieved from <https://udl-irn.org/udl-reporting-criteria/>

**Name:**

**HEI/FE College:**

**Role:**

**Have you completed the Digital Badge?**

**Have you completed the Facilitator Badge?**

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| **Learner Variability & Environment (max 500 words)** |
| 1. **Describe the learner group including diversity, learner variability and size. Describe the classroom setting for the UDL implementation. (250 words)** |
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| 1. **Describe the organisational structure and culture and how that has a bearing on your work. Is your organisation supportive of UDL? Do you have management support? How easy is it to be innovative and make change? (250 words)** |
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| 1. **Proactive Planning & Intentional Design (max 500 words) (10 points)**   **An essential aspect of UDL is proactive and intentional design of curriculum, instructional and educational environments. The following criteria relate to the use of UDL in the design phase.** |
| 1. **Describe the challenges and barriers that your UDL intervention intends to reduce/remove. (250 words)** |
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| 1. **Describe the aspects of the UDL implementation designed to address variability, for example: flexibility, choice or engagement. (250 words)** |
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| 1. **UDL Implementation (max 1,000 words) (20 points)**   **Describe the key steps in your implementation. Be sure to describe how the** [**UDL guidelines**](https://udlguidelines.cast.org/) **and checkpoints were applied to your implementation: goals, assessments, methods, and/or materials.**  **Outline how you monitored progress, engaged with other stakeholders, and reflected on your practice.** |
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| 1. **Measuring Impact (max 500 words) (10 points)**   **Describe the outcomes and the impact of the implementation on your learners. You can include the following:**   * **Performance - retention, progression, results** * **Learner experience of the programme/module** * **Data on how learner engagement with the content changed in response to the implementation** * **Feedback - qualitative or quantitative**   **Be sure to reflect on how this is being used to inform your practice.**  **\*If you are including student data in any format, please ensure this adheres to your organisation’s GDPR requirements.** |
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| 1. **Wider UDL Recognition (max 500 words) (10 points)**   **Describe how you have contributed to the wider recognition of UDL within your context/organisation. Consider how have you influenced colleagues to adopt UDL practices/complete the Digital Badge. Have you shared your good practice with colleagues or with external stakeholders? In what ways have you raised awareness of UDL within your organisation?** |
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| 1. **Future Plans (max 500 words) (10 points)**   **Outline how you plan to improve your UDL implementation in the future.** |
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**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 Office 365 or 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 publication 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 [jkapplications@ucd.ie](mailto:gdpr@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:**

**Completed applications should be sent to:** [jkapplications@ucd.ie](mailto:gdpr@ucd.ie)