

Higher Education Teaching and Learning Series 2023/24

Submitting Proposals

Applications must be made using the relevant HE Teaching and Learning Series 2023/24 online application form through myIMA; the IMA's area for members and registered users.

1. myIMA

- 1.1. If you are a member of the IMA, or a registered user of myIMA, log into your myIMA using your previous login details. As a reminder, if you have forgotten your password, please use the forgotten password facility.
- 1.2. If you are not a member of the IMA, or a registered user of myIMA, then you will need to create an account. We normally recommend using Firefox or Chrome when accessing myIMA and you will receive a password via email from the IMA's Membership Department (membership@ima.org.uk). This password cannot be changed by yourself, only through the forgotten password facility, so we recommend saving it to your web browser.
- 1.3. If you are not sure if you have a myIMA account, use the forgotten password facility. A new password will be sent to you if you do, but if not, then you will see the message 'Sorry, we cannot find this email address' and you will need to create one.

2. Application Form

- 2.1. Once you have logged into myIMA, select 'Grants' from the drop-down menu titled 'Me and the IMA'.
- 2.2. Members of the IMA are required to complete the online form called **HE Teaching and Learning Series 2023/24 - IMA MEMBERS APPLICATION FORM**
- 2.3. Members of the RSS and LMS are required to complete the online form called **HE Teaching and Learning Series 2023/24 – RSS & LMS MEMBERS APPLICATION FORM**
- 2.4. Non - members of the IMA, LMS and RSS are required to complete the online form called **HE Teaching and Learning Series 2023/24 - NON IMA / RSS / LMS MEMBERS APPLICATION**

As a non – member of both organisations, please ensure that you read section 3, Co-Applicant.

- 2.5. Should the incorrect online form be submitted, you will be asked to resubmit your application using the correct form.

3. Co-Applicant

- 3.1. Non - members of the IMA, LMS and RSS are advised to inform their co-applicant that they will receive an email from the IMA asking them to confirm via the IMA's online portal they have read and support the application. Your application cannot progress until this has been completed.

October 2023