

Targeted Enhancement Fund (TEF): Technological Sector and Specialist Colleges

HEI Application Template

**Application Guidance Note**

* Before attempting to complete this template, you should ensure that you have familiarised yourself with the information provided in the Targeted Enhancement Fund (TEF) call document.
* Only those higher education institutions (HEIs) listed in Section 2 of the TEF call document are eligible to apply for funding.
* This template is for institution-level applications only. A separate application template is available on request for collaborative applications (systemperformance@hea.ie).
* All sections of the application must be completed in full.
* The format of the template should not be altered. Submitted applications that alter the template will be returned.
* Applications should adhere strictly to the word limit provided for each section.
* Appendices and hyperlinks to additional material are not permitted.
* Applications must be signed by the Head of Institution prior to submission.
* Any queries regarding the application will be managed via an FAQ process and should be sent to systemperformance@hea.ie. The deadline for queries is **17:00 on 7 August 2025.**
* The application should be submitted in Word and PDF format to systemperformance@hea.ie by **17:00 on** **21 August 2025.**
* Applications that are submitted after the closing date will be deemed ineligible.

**Data Protection**

The HEA, as data controller, will process personal data received via this form in compliance with GDPR and the Data Protection Act 2018. We will only process the data received via this form for the purposes of the managing the TEF, and it will be retained by us in line with our Records Management Policy only as long as is necessary to meet this purpose. For more information, please see the HEA’s [Data Privacy Notice.](https://hea.ie/about-us/data_protection/)

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# **1. Project summary**

## 1.1 Applicant information

|  |  |
| --- | --- |
| Name of institution:  |   |
| Project title: |  |
| Name of Project Lead:*(All project queries will be directed to this contact. Only one person should be identified)*  |  |
| Job title: |  |
| Office: |  |
| Email address:  |  |
| Telephone number: |  |

## 1.2 Project summary

|  |
| --- |
| Briefly summarise the institution’s proposed project with reference to targeted areas for enhancement. *Please note that this description may be used in the public domain and, as such, should be written to be understood by a wide audience. No confidential information should be included.*  **Word count: 200** |
| **Word count: [XXX]** |

## 1.3 Project objectives

|  |
| --- |
| List the key objectives of the institution’s project. Objectives listed should align with the objectives cited in the proposed project plan. A maximum of five objectives is recommended. Each objective should be:* Specific
* Relevant to the objectives and strategic themes of the TEF
* Verifiable (i.e., be something which can be easily verified as to whether or not it exists or has happened by the end of the project), or measurable (i.e., include a quantified target or benchmark against which success can be measured at the end of the project)
* A maximum of **40 words** in length

**Word count: 200** |
| **Word count: [XX]** |
| **Word count: [XX]** |
| **Word count: [XX]** |
| **Word count: [XX]** |
| **Word count: [XX]** |

## 1.4 Proposed project budget

|  |  |
| --- | --- |
| Total project budget over 36 months: 1 January 2026 – 31 December 2028 (€M)  |  |
| TEF request (€M) |  |
| TEF request as a percentage of the fund (€65.8m) |  |
| Institutional co-funding (€M) |  |
| Institutional co-funding as a percentage of the project budget  |  |

# **2. Relevance**

## Project alignment

|  |
| --- |
| Detail how the proposed project aligns with the TEF with reference to the fund’s objectives and strategic themes.**Word count: 300** |
| **Word count: [XXX]** |

## 2.2 Project relevance

|  |
| --- |
| Detail how the proposed project furthers the achievement of the institution’s strategic plan and/or the objectives and targets set out the Performance Agreement with the HEA under the System Performance Framework 2023-2028. **Word count: 500** |
| **Word count: [XXX]** |

## 2.2 Project outcomes

|  |
| --- |
| With reference to the project’s key objectives (1.3), comment on the project’s targeted outcomes. This should include comment on:* Targeted outcomes for staff and students, the region, and/or higher education and research in Ireland.
* Outcomes that relate to objectives and/or targets set out in regional, national, or international policies.
* Systems or processes that are in place, or will be put in place, to evaluate progress towards targeted outcomes.

**Word count: 500** |
| **Word count: [XXX]** |

# **3. Project design**

*‘Appendix 1: TEF Project Plan and Critical Risks’ and ‘Appendix 2: TEF Project Budget’ should be completed in conjunction with this section.*

## 3.1 Project work packages

Complete the table below. Rows should be added/deleted for work packages as required. Please note that for the purpose of the TEF, a work package is understood as a building block of the overall project plan. Work packages will be comprised of an overarching objective, a series of deliverables, and critical supporting actions (see guidance in Appendix 1: TEF Project Plan).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work package No.**  | **Work Package Title**  | **Role responsible**  | **Start month** **MM/YY** | **End month****MM/YY** |
| WP1 |  |  |  |  |
| WP2 |  |  |  |  |
| WP3 |  |  |  |  |
| WP4 |  |  |  |  |
| WP5 |  |  |  |  |

## 3.2 Programme of work

|  |
| --- |
| Briefly describe the project’s proposed work packages with reference to how the implementation of deliverables and critical supporting actions will enhance the institution.  **Word count: 1250** |
| **[Word count: XXX]** |

## 3.3 Project achievability

|  |
| --- |
| Provide a brief description of how the institution will ensure the programme of work will be achieved within the funding period (1 January 2026 – 31 December 2028). This should include comment on the institution’s: * Track record in management and delivery of complex, multiannual projects.
* Track record in management of significant project funding (e.g., TUTF; TU RISE; TSAF etc.).
* Absorptive capacity for the project, including consideration given to the sequencing of project deliverables across work packages and deliverables that involve external partners.
* Project management capability, with reference to staff resource and/or systems in place to monitor progress and results, including ability to plan for results, monitor progress towards key milestones and deliverables, report and learn.

 **Word count: 500** |
| **[Word count: XXX]** |

## 3.4. Approach to co-funding

|  |
| --- |
| Comment on the institution’s approach to, and consideration of, co-funding for the project. This should include information on the rationale for level of co-funding proposed by the institution. Co-funding proposed by the institution should be clearly identified in the Project Budget and include the institution’s monetary contribution to the project only. **Word count: 250** |
| **[Word count: XXX]** |

## 3.5 Financial sustainability

|  |
| --- |
| Comment on consideration given by the institution to the financial sustainability of proposed activities after the TEF funding period concludes, including any plans to mainstream activities. **Word count: 500** |
| **[Word count: XXX]** |

## Critical risks

|  |
| --- |
| Comment on the approach to identifying, assessing, and managing project risks, including consideration of financial risk and mitigation (e.g. cost increases to project deliverables; increases associated with direct staff costs) and the institution’s ability to manage unforeseen project costs. This should include cross-reference to the information provided in ‘Critical Risks Table’ in Appendix 1, as appropriate.  **Word count: 500** |
| **[Word count: XXX]** |

# **4. Project governance**

## 4.1 Governance and management structures

|  |
| --- |
| Outline the governance and management structures that will be in place to oversee the proposed project. This should include information on the institution’s: * Approach to monitoring and evaluating the project throughout the funding period, including regularity of reporting to relevant committees.
* Approach to communicating and managing emerging project risks during the funding period.
* Internal approval process that will be in place for reporting to the HEA on project expenditure and progress over the timeframe of the fund.
* Any recent or pending changes in governance and/or management structures that may impact the project.

**Word count: 350** |
| **[Word count: XXX]** |

##

## 4.2 Financial oversight

|  |
| --- |
| Provide an overview of the financial management framework and controls for the proposed project, including how issues of value for money are taken into account in decision-making. **Word count: 350 words** |
| **[Word count: XXX]** |

## 4.3 Green Procurement

|  |
| --- |
| Green Public Procurement (GPP) is a process where public bodies seek to source goods, services or works with a reduced environmental impact. By ticking this box, it is confirmed that the project will apply green public procurement criteria as set out in the [Green Public Procurement Guidance for the Public Sector](https://www.epa.ie/publications/circular-economy/resources/epa-gpp-guidance-for-the-public-sector-2024.php) in the design of any new tenders and, so far as possible, take account of environmental considerations in procurement and purchasing, as set out in the Green Public Procurement Guidance for the Public Sector and in line with institutional procurement policies and procedures:  |
|  [ ]  |

# **5.** **Authorised signature**

Applications must be signed by the Head of the Institution before submission to systemperformance@hea.ie by **17:00 on 21 August 2025.**

On behalf of **[insert HEI],** I hereby confirm that I have read and understood the TEF call document, including the terms and conditions of funding, and application and associated appendices, and declare that the particulars supplied in this application are true and correct.

|  |  |
| --- | --- |
| Head of the Institution Signature: |  |
| Print Name: |  |
| Date: |  |