This session....

• Overview of the process
• What makes a good application?
• Questions and answers
Learning and Teaching Innovation Grants

- Aimed to highlight value of teaching, facilitate achievement of UNSW priorities, build capacity and capability for leadership, and build a pipeline to OLT

- Applicants will be faculties, schools, or individuals seeking support for:
  - small scale learning and teaching development initiatives,
  - or pilots/trials of planned, large scale educational changes

- *that align with priorities* as outlined in UNSW Learning and Teaching Strategy 2014 - 2018.

- one-off basis, maximum of $25,000, period of 12 months.
Application Process

Written project proposal:

- **Project Outcomes and Rationale** for how the project will address one or more of UNSW’s current priorities for L&T Innovation Grants.

- **Approach** - what will be done to ensure that the proposed project delivers its stated outcomes and **how** this will be managed.

- **Value/Need for the Project** - the potential usefulness of the proposed project and its outcomes to the development of policy and/or practice in learning and teaching in the applicant’s faculty/school or UNSW as a whole.

- **Budget** - A **fully justified** description of how the total costs associated with the proposed project will be met,
  - including a description of how funding received will be used to develop, deliver, assess/evaluate and report on the outcomes of the learning and/or teaching development that is the focus of the project.
Timelines

• **Round 1**
  • Call for Proposals                  1 May 2014  
  • Close for Endorsed Applications    30 May 2014  
  • Assessment of Endorsed Applications 6 Jun 2014  
  • Notification of Outcomes to Applicants 11 Jun 2014  
  • Successful Round 2 Projects Commence 1 Aug 2014  

• **Round 2**
  • Call for Proposals                  1 Aug 2014
What makes a good application?
Selection criteria:

• The clarity of the articulated **outcomes** and arguments to demonstrate how the proposed project will address one of UNSW Learning and Teaching Priorities for 2014-2018

• The potential **usefulness** of the proposed project and its outcomes in the development of policy and/or practice in learning and teaching in the applicant’s faculty/school or UNSW as a whole.

• The strength of the **conceptual and theoretical frameworks** that underpin the proposed approach

• The **appropriateness and coherence** of the proposed approach with the project’s stated outcomes
Selection criteria cont.

- The appropriateness of the Project’s proposed governance and management arrangements
  - Includes defining roles, responsibilities, accountabilities of project teams, clarifying reporting processes and times,
- The appropriateness of the project’s plans for the evaluation, dissemination and embedding of project outcomes in the policies/practices of the applicant’s faculty/school or UNSW as a whole.
- The appropriateness of the Project’s proposed budget and the strength of its justification.
Outcomes- be specific and concrete

Might include:

- Tools developed - eg innovative assessment/feedback tools for your discipline, technology related tools
- Implementation guides
- Resources - open repository available on web, exemplars, models
- Community - development/expansion of existing community
- Professional development - Workshops/seminars
- Changes to courses/programs
- Data - learning analytics - used to do what?; survey outcomes
- Publications - Case studies published
Project governance and management

• Concerns the project team structure and reporting frameworks that are put in place specifically for the project to ensure:
  o Roles, responsibilities and accountabilities are defined for all project team members
  o Reporting structure and framework are defined within the project team e.g. all team members report to the project manager, and there will be a weekly project meeting
  o Reporting structure and framework are defined from project manager to senior management (or a committee) e.g. project manager provides a weekly report to senior management, and will meet with them once a month
  o Senior management (or committee) are provided with project updates and oversee the work of the project manager to ensure that the project is keeping on track. Senior management (or committee) can also be used by the project manager as a point of escalation for resolving issues

• Work packages - another term for “project deliverables” i.e. discrete outputs of the project that can be measured and contribute to the overall outcomes of the project.
Budgets (see application form)

Personnel Costs:
• salaries (e.g. project manager, research assistant/fellow), wages and on-costs of personnel who have overall responsibility for the project.
• On-costs to the maximum of 28% may be included.

Project Support:
• all non-staff expenditure for the administration and day to day management of the project, not directly contributing to a specific project outcomes. For example, management meetings, stationery, travel, consumables.

Project Activities: This section must be completed where the purpose of expenditure is directly linked to a project deliverable.
• All costs which directly contribute to a specified activity or outcome, including evaluation and dissemination. For example: the hosting of workshops, website development and hosting, publications (including production), dissemination, and project evaluation.
• travel relating to specific activities, and personnel expenses if personnel are recruited for a specific project activity. For example a facilitator for a workshop,
Process

1. Check Eligibility and prepare Project Proposal

2. Submit project proposal to Head of School (HOS) for feedback and endorsement

3. Revise Project Proposal and secure endorsement from the Faculty Dean and HOS

4. Submit Endorsed Project Proposal

5. Endorsed Project Proposals Assessed and Ranked by UNSW L&T Grants Selection

6. DVC(A) Determines & Announces which L&T Innovation Proposals will be Funded.
Support

• UNSW OLT teaching grant resources

• Ask for feedback particularly from:
  o colleagues within Faculty who have received grants (including OLT),
  o key learning and teaching people within the Faculty including ADE, HoS and administration (re budgets),
  o LTU contacts

• UNSW Grants Management Office
  o Budget Preparation
  o Salary Scales for Grant Budgeting
Questions?