

SCIENTIA EDUCATION INVESTMENT FUND GRANTS (SEIF)



2019 Information Booklet

1. Overview of UNSW's Scientia Education Investment Fund Program

1.1 Introduction

In 2017, UNSW created a Scientia Education Investment Fund grant scheme that made approximately \$1.5M available annually to support strategic educational developments throughout UNSW.

The funds support school and faculty-initiated projects and initiatives aimed at enhancing the overall student experience and their educational outcomes through strategic investment in agreed educational priorities aligned to the 2025 Strategy (**see section 2.4**).

There is only one application form for the Scientia Education Investment Fund grant scheme and two levels of funding envelope. Grants may be allocated up to \$200,000 for large-scale projects that impact a large number of students (large here is relative to the faculty cohort) and up to \$50,000 for projects that are smaller in scale but significantly enhance the student experience and outcomes.

1.2 General Information

Applications must be submitted through a Head of School or Dean of the Faculty. The purpose of the Scientia Education Investment Fund is to support school and faculty initiatives that cannot be funded from other sources, including school or faculty funds or through existing Business Case projects supporting the 2025 Strategy. The projects must be endorsed by the relevant Head or Dean as a priority for the area.

Any project that proposes educational developments that require technical modifications to, or integration with, any of the IT applications, including MOODLE and associated technologies, must seek advice from the Senior Manager, Educational Technology Services as to the feasibility, costs and likely time frame for the work. Grant applicants must make these factors transparent in their applications, including in their budgets.

1.3 Availability of Funding

Funding is made available on a **competitive** basis. Access to funding will be available once formal notification and acceptance is given for the grant. Expenditure and outcomes will be monitored by the Office of the Pro-Vice Chancellor (Education) (PVCE) on a six-monthly basis.

2. Nature of the grants

2.1 Large Scientia Education Investment Fund Grants (SEIF # 1) - Up to \$200,000

Project funding is to support the development, initial implementation and early evaluation of larger educational initiatives. There are no plans to allocate additional funding to sustainably implement educational changes recommended by the projects - a key principle of a project's development is the sustainability of the initiative when the project funding ceases.

It is anticipated that large projects may run across 2 calendar years with a maximum budget allocation of \$200,000 per grant. The budget can be used for the genuinely additional costs incurred in designing and delivering the project. It is expected that the project lead will justify the budget requested and how

this funding will be used to develop, deliver and assess/evaluate the educational developments.

2.2 Small Scientia Education Investment Fund Grants (SEIF # 2) - Up to \$50,000

Project funding is to support the development, initial implementation and early evaluation of smaller educational initiatives. There are no plans to allocate additional funding to sustainably implement educational changes recommended by the projects - a key principle of a project's development is the sustainability of the initiative when the project funding ceases.

It is anticipated that small projects will be completed within one calendar year with a maximum budget allocation of \$50,000 per grant. The budget can be used for the genuinely additional costs incurred in designing and delivering the project. It is expected that the project lead will justify the budget requested and how this funding will be used to develop, deliver and assess/evaluate the educational developments.

2.3 Eligibility

UNSW Scientia Education Investment Fund Grants are open to all Faculties. The Dean (for SEIF #1) or Head of School (for SEIF #2) is considered the applicant. Project Leaders or those responsible for the conduct, management and deployment of project outcomes, must be full-time or part-time continuing members of UNSW staff. Conjoint, adjunct, fixed-term (less than 2 years) and/or casual staff may not be Project Leaders but may be members of project teams as approved by the Dean or Head.

SEIF funding will not normally be approved for travel unless it is directly related to achieving the project outcomes. Travel for conferences or other conference expenses, computers or laboratory equipment will not be funded by SEIF.

Note: SEIF project leaders are not eligible to lead two SEIF grants concurrently.

2.4 2019 Funding Priority Areas for UNSW Scientia Education Investment Fund Grants

The grants will be evaluated and assessed against the 2025 measures of success and benefits with the following areas being given priority:

1. Develop new, or significantly expand existing, fully online Masters offerings for UNSW students;
2. Develop short, discipline specific, professional non-award courses linked to micro-credentials.

2.5 Project Deliverables

1. Submission of a Progress Report in the required format (1-2 pages) to the Office of the PVC(E) at the end of each semester and a Final Project Report in the required format (8 pages) to the Office of the PVC(E) at the end of the project. Final Project Reports will be posted to the public section of the Teaching Gateway website. All reports to be submitted to LandTgrants@unsw.edu.au.
2. Open sharing and dissemination of any key insights, developments or materials (including educational technology, software, and/or resources) that have resulted from the proposed project is a requirement for all grant holders. Dissemination opportunities include presenting at the UNSW Learning and Teaching Forum or the Connections series or at Faculty or School Education Showcases or Seminars.

3. Application Process

Given the strategic nature of the projects that will be considered for support with a UNSW SEIF Grant, an early conversation with the Office of the PVC(E) would be appropriate (if required). Please contact the Office of the PVC(E) at LandTgrants@unsw.edu.au to arrange this.

The only process of application for a UNSW SEIF Grant is through a **written project proposal** on the required application form, available at: <http://teaching.unsw.edu.au/grants>

Please submit the completed application form to your Faculty/Division Office by the internal deadline below. Your Faculty/Division Office will lodge the application via email to the Office of the PVC(E) at LandTgrants@unsw.edu.au by the closing date for endorsed applications. Faculties are able to submit up to 5 grant applications in total (that is, up to 2 SEIF #1 and up to 3 SEIF #2).

3.1 Selection Process

UNSW SEIF Grant applications will be assessed by a panel chaired by the DVC(E), or nominee, against the following selection criteria, with grants allocated according to merit and strategic priority.

Selection Criteria:

- Alignment with 2025 Strategy priorities
- The potential usefulness of the proposed project and its outcomes and benefits in significantly improving UNSW's educational offerings or performance
- The strength of the conceptual and theoretical frameworks that underpin the proposed approach
- The appropriateness of the project's proposed leadership and management arrangements
- The appropriateness of the project's plans for the sustainability, evaluation, dissemination and integration of project outcomes and benefits in the 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.

3.2 Timelines and Closing dates for Applications Round 2019

Call for Proposals	30 Aug 2018
Internal deadline for submission to Faculty/Division Office	12 Oct 2018 (5pm)
*Faculty/Division Offices to submit ranked applications to PVC(E)	26 Oct 2018 (5pm)
Assessment and Ranking of Endorsed Applications	19 Nov 2018
Notification of Outcomes to Applicants	12 Dec 2018

(*Note: Grant applications to be submitted to the PVC(E) only by the Faculty/Division Office. Please check with your faculty/division regarding the internal deadline.)

For 2020 grants, applications will be called in August 2019 with the funding being available from the announcement date until the end of 2020 for 12-month projects.

This information booklet was developed by the Office of the PVC(E). For further information or to offer feedback on this document, please contact: LandTgrants@unsw.edu.au