LEARNING AND TEACHING GRANTS AND FELLOWSHIP

PROGRAM

MOOCs@UNSW Development Grants (SEF # 1)

Strategic Educational Development Grants (SEF # 2)

Teaching Fellowship Grants (SEF # 3)

L&T Innovation Grants (SEF # 4)

2014 Information Booklet
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1. Overview of UNSW’s L&T Grants and Fellowships Program

1.1 Introduction

From 2014 UNSW has decided to create a significant learning and teaching strategic development fund. In 2014 this will be $3 million, rising to $6 million in 2015 and $9 million in 2016.

The fund will be used to enhance the overall learning and teaching performance of UNSW through strategic investment in agreed educational priorities as determined through the overall UNSW planning process.

The priorities will be reviewed each year and adjusted to ensure that they continue to align with the overall UNSW strategic plan.

1.2 Purpose of UNSW’s Learning and Teaching Grants and Fellowship Program

Funds will be allocated via a range of grants and fellowships aimed at:

- highlighting the fundamental importance of teaching to UNSW
- facilitating the achievement of UNSW’s priorities for the development of learning and teaching as articulated in UNSW’s L&T Strategy.
- developing institutional capacity and individual capability for leadership of learning and teaching
- building an institutional pipeline of capacity and capability for the development of competitive applications for Office of Learning and Teaching (OLT) Grants and Fellowships.

1.3 Structure of the UNSW’s Learning and Teaching Grants and Fellowship Program
The UNSW’s Learning and Teaching Grants and Fellowship Program is made up of four categories of grants:

- MOOC Development Grants
- Strategic Educational Development Grants
- Teaching Fellowship Grants
- Learning and Teaching Innovation Grants

1.3.1 MOOCs@UNSW Development Grants

Applicants for MOOCs@UNSW Development Grants will be faculties or schools seeking support for the strategic development of MOOCs to:

- to learn from the experience of developing and delivering MOOCs and from data collected from our MOOCs to further improve the quality of on campus and blended learning programs/courses across all faculties at UNSW and to build institutional capacity for quality learning
- to conduct research into effective learning and teaching through the use of emerging practices in the context of MOOCs
- to provide widespread support for remediation in key areas (e.g., English, Maths, Science) to current and prospective UNSW students
- to deliver non accredited continuing professional education opportunities in defined professional areas
- to enable admission by ensuring students have opportunities to develop and demonstrate the necessary pre-requisite knowledge and skills to be admitted to a UNSW program/course
- to market and recruit students by showcasing quality UNSW program/course and teacher expertise and to help develop student understanding of the standards required to pursue a program/course at UNSW

1.3.2 UNSW Strategic Educational Development Grants

Applicants for Strategic Educational Development Grants will be faculties or schools seeking support for large scale projects aimed at the strategic development of one or more aspects of learning and teaching within or beyond the faculty/school that will lead to sustained improvement in student learning outcomes and experiences.

A maximum of $100,000 per grant is available each semester for three semesters.

1.3.3 UNSW Teaching Fellowship Grants

Applicants for Teaching Fellowship Grants will be individuals seeking to develop their leadership capabilities in relation to learning and teaching by leading and managing a major educational change project aimed at improving aspects of
learning and/or teaching across the schools in one or more faculties including their own.

The successful outcomes of a UNSW Teaching Fellowship grant can be used as evidence of effective leadership in future promotion applications and/or applications for external Office of Learning and Teaching (OLT) research and development funding, including OLT National Teaching Fellowship funding.

A maximum of $100,000 per grant is available each semester for TWO semesters.

### 1.3.4 UNSW Learning and Teaching Innovation Grants

Applicants for **Learning and Teaching Innovation Grants** 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 UNSW’s learning and teaching development priorities as outlined in UNSW Learning and Teaching Strategy 2014 – 2018.

Successful outcomes of a project undertaken by an individual and funded under the UNSW Learning and Teaching Innovation grant scheme can be used as evidence of the individual’s capacity for effective leadership of educational change, and therefore strengthen the competitiveness of future applications for promotion, a UNSW or OLT grant, award or fellowship.

A maximum of $25,000 is available per grant.

### 1.4 Funding Priority Areas for UNSW’s Learning and Teaching Grants and Fellowships Program

In 2014 – 2016 UNSW’s learning and teaching development priorities include but are not limited to:

- strategically developing and delivering of a number of Massively Open Online Courses (MOOCs) each year
- sustainably enhancing the quality of large scale stage 1 and 2 courses
- delivering improved, personalised large scale assessment and feedback
- utilising innovative educational technologies to implement/facilitate high quality blended learning
- enhancing the student experience through the considered use of the “flipped classroom”
2. MOOCs@UNSW Development Grants (SEF # 1)

2.1 Nature of the Grants

As part of its *Learning & Teaching Strategy 2014-2018*, UNSW has agreed to develop a small number of strategically targeted, faculty endorsed and driven, research and development projects aimed at developing and evaluating a small number of Massively Open Online Courses (MOOCs).

In recognition of the strategic importance of these projects and the extensive collaboration required from a wide range of institutional and other stakeholders to successfully develop and deliver high quality MOOCs, the university has established its **MOOCs@UNSW Development Grants** to support this work.

Faculties with projects selected for inclusion in the overall MOOCs@UNSW project will be provided with access to a dedicated pool of project staff to assist with:

- **the design, development, implementation, and evaluation of:**
  - your MOOC (i.e., establish its purpose, learning outcomes, approach to teaching, learning, assessment and feedback)
  - the *digital content and resources and copyright licensing knowledge* required by your MOOC
  - *technological expertise and support* to develop an effective MOOC
  - the *online learning activities* required by your MOOC
  - the *independent and social learning environments* in which students will work
  - the *strategies to* be employed within your MOOC to *assess* student work
  - the approaches to be used in your MOOC to *provide feedback* on learning.

- **researching, evaluating, reporting and disseminating** the outcomes of your MOOC.

2.2 Eligibility

MOOCs@UNSW Development Grants are open to all faculties. The Dean, as the head of the faculty is considered the applicant. Project Leaders, or those responsible for the development, management and deployment of a MOOC 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 MOOC development and/or deployment teams as approved by the relevant faculty Dean.

2.3 Funding Priority Areas for MOOCs@UNSW Development Grants
UNSW will support the development of MOOCs:

- to learn from the experience of developing and delivering MOOCs and from data collected from our MOOCs to further improve the quality of on campus and blended learning programs/courses across all faculties at UNSW and to build institutional capacity for quality learning
- to conduct research into effective learning and teaching through the use of emerging practices in the context of MOOCs
- to provide widespread support for remediation in key areas (e.g., English, Maths, Science) to current and prospective UNSW students
- to deliver non accredited continuing professional education opportunities in defined professional areas
- to enable admission by ensuring students have opportunities to develop and demonstrate the necessary pre-requisite knowledge and skills to be admitted to a UNSW program/course
- to market and recruit students by showcasing quality UNSW program/course and teacher expertise and to help develop student understanding of the standards required to pursue a program/course at UNSW

2.4 Project Deliverables

- Submission of a Progress Report in the required format (1-2 pages) to the DVC(A) half way through the project
- The proposed MOOC
- A Final Project Report in the required format (8-10 pages) to the DVC(A) at the end of the project
- Open sharing throughout the University of any insights, developments or materials (including educational technology, software, and/or resources) that have resulted from the proposed project.

2.5 MOOC Development, Delivery and Evaluation Cycle

As a general guide, each MOOC development, delivery and evaluation cycle can reasonably be expected to take 15 months, following approval of an Expression of Interest. The process includes:

EOI: Developing an Expression of Interest and a preliminary course design for submission to the MOOC Steering Committee
Stage 1: Establishing a working project plan to manage the project
Stage 2: Confirming: the learning outcomes for the course and for each week of the course; development of the content, student activities, support, formative evaluations, and assessment tasks for each week of the course; and identification of appropriate quality assurance and feedback mechanisms
Stage 3: Developing and deploying to the MOOC platform the introductory information and video teaser about the course, one semester before the course is offered.

Stage 4: Establishing an evaluation protocol (including indicators and measures of success) and delivery/facilitation of the MOOC.

Stage 5: Researching, evaluating, reporting and disseminating project outcomes.

Stage 6: Establishing the MOOC as an integral, sustainable part of the faculty’s on-going business processes.

2.6 Application Process

The application process for inclusion in the MOOCs@UNSW Project and for a UNSW MOOC Development Grant is through submission of a **written Expression of Interest** on the required UNSW MOOC Expression of Interest Form (see section 2.10 for details on how to access the required form).

Given the strategic priority that the university is placing on MOOC research and development, the limited resources that it has at its disposal to support high quality MOOC development, and the level of risk associated with open and online courses, an early conversation with the DVC(A) regarding any proposed MOOC development would be appropriate.

Further, since it is intended that the outcomes of the research and development activities associated with the MOOCs@UNSW Project be **sustainable** (i.e., rolled back into mainstream curricula and pedagogical design where appropriate), it is necessary for **ALL Expressions of Interest be endorsed by the Dean of the faculty concerned** and anyone else with responsibility for approving any on-going budget, resources or organisational changes that may be necessary to sustain these outcomes.

The administrative process associated with determining which Expressions of Interest are accepted is outlined below:

1. Discuss and gain support for the Proposed Project with/from the DVC(A)
2. Prepare the EOI and secure the required endorsement from Faculty Dean
3. Submit Endorsed EOI & draft Course Outline
4. Endorsed EOIs Assessed & Ranked by MOOCs@UNSW Steering Committee
5. DVC(A) Determines & Announces which EOIs will be supported.
6. MOOC project is initiated.
2.7 Selection Criteria

Projects will be selected for participation in the MOOCs@UNSW Project on the basis of the strength of the:

- alignment between the proposed project and UNSW’s priorities for MOOCs
- unique, niche and innovative nature of the projects as a MOOC
- alignment between the proposed project and Faculty needs and priorities
- infrastructure and resources that the faculty commits to the development, implementation, research and evaluation of the MOOC
- faculty’s commitment to integrate the MOOC in the faculty’s ongoing learning and teaching practices.

2.8 Timelines and Closing dates for Applications

Expressions of Interest in joining the MOOCs@UNSW Project will be called for TWICE in 2014.

**Round 1**
- Call for Expressions of Interest: 28 April 2014
- Close for Support from DVC(A): 9 May 2014
- Close for Endorsed Expressions of Interest: 23 May 2014
- Assessment and Ranking of Endorsed Expressions of Interest: 10 Jun 2014
- Notification of Outcomes of Expressions of Interest: 27 Jun 2014
- Successful Round 1 Projects Commence: 1 Aug 2014

**Round 2**
- Call for Expressions of Interest: 6 Oct 2014
- Close for Endorsed Expressions of Interest: 3 Nov 2014
- Assessment and Ranking of Endorsed Expressions of Interest: 18 Nov 2014
- Notification of Outcomes to Expressions of Interest: 1 Dec 2014
- Successful Round 2 Projects Commence: 5 Jan 2015

2.9 Support for the Preparation of Applications

For support with the preparation of project proposals and applications contact the Learning and Teaching (LTU) at LandTgrants@unsw.edu.au

2.10 Expression of Interest Form

Project Proposals should be prepared and submitted on the MOOC@UNSW Expression of Interest Form available at:

http://teaching.unsw.edu.au/grants
3. UNSW Strategic Educational Development Grants (SEF # 2)

3.1 Nature of the Grants

Applicants for Strategic Educational Development Grants will be faculties seeking support for faculty endorsed and driven large scale strategic projects aimed at enhancing the educational performance of UNSW in a number of key priority areas outlined in UNSW L&T Strategy 2014-2018 and 3.2 below.

While projects that sit outside these agreed priority areas may be considered, it is intended that the majority of funding designated for UNSW Strategic Educational Development Grants in 2014-2016 will be used to support developments in these areas.

Given that the goal is to effect change that will significantly improve UNSW’s educational performance, supported projects will likely be those that consider developments in medium to large courses and programs. Projects that consider developments in smaller programs or courses may be considered where a clear justification can be made that the findings could be generalised more widely.

Project funding is to support the development, initial implementation and early evaluation of educational initiatives. There are no plans to allocate additional funding to sustainably implement educational changes recommended by the projects - a key principle of a projects development must be that there is no net increase in the cost of program delivery.

It is anticipated that projects will run across 1 to 3 semesters with the majority of projects being 2-3 semesters in duration.

A maximum of $100,000 per grant is available each semester for three semesters. The budget can be used for the genuinely additional costs incurred in 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.

3.2 Eligibility

UNSW Strategic Educational Development Grants are open to all faculties. The Dean, as the head of the faculty 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.

3.3 Funding Priority Areas for UNSW Strategic Educational Development Grants

In 2014 – 2016 UNSW’s Strategic Educational Development Grant funding priorities include projects directed at:
sustainably enhancing the quality of large scale stage 1 and 2 courses
delivering improved, personalised large scale assessment and feedback
utilising innovative educational technologies to implement/facilitate high quality blended learning
enhancing the student experience through the considered use of the “flipped classroom”.

3.4 Project Deliverables

• Submission of a Progress Report in the required format (1-2 pages) to the DVC(A) at the end of each semester
• A Final Project Report in the required format (8-10 pages) to the DVC(A) at the end of the project
• Open sharing throughout the University of any insights, developments or materials (including educational technology, software, and/or resources) that have resulted from the proposed project.

3.5 Application Process

Given the strategic nature of the projects that will be considered for support with a UNSW Strategic Educational Development Grant an early conversation with the DVC(A) would be appropriate.

The primary process of application for a UNSW Strategic Educational Development Grant is through a written project proposal that addresses each of the following on the required application form (see section 3.9 for details on how to access the required Application Form):

• Project Summary (250 words maximum)
• Project Description (4 x A4 pages maximum)
  o Outcomes and Rationale for how the project will address one or more of UNSW’s current priorities for L&T Innovation Grants.
  o Approach – a description of what will be done to ensure that the proposed project delivers its stated outcomes including a description of the project’s proposed governance, management, and work packages.
  o Value/Need for the Project – a description of 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.
• Project Timeline (1 x A4 page maximum)
• Project Deliverables (1 x A4 page maximum)
• Project Budget - A fully justified (2 x A4 pages maximum) description of how the total costs associated with the proposed project will be met, including a description of how funding received via the UNSW Strategic Educational
Development Grant will be deployed to develop, deliver, assess/evaluate and report the outcomes of the project.

Since it is intended that the outcomes of projects/initiatives funded by this grant be sustainable, it is necessary for ALL applicants to be endorsed by the Dean of the faculty or faculties concerned and anyone else with responsibility for approving any on-going budget, resources or organisational changes that may be necessary to sustain these outcomes.

The administrative process associated with determining which proposals are funded is outlined below:

1. Discuss and gain support for the Proposed Project with/from the DVC(A)
2. Prepare the Project Proposal and secure endorsements from relevant Faculty Deans
3. Submit Endorsed Project Proposal
4. Endorsed Proposals Assessed & Ranked by UNSW L&T Grants Selection Committee
5. DVC(A) Determines & Announces which Strategic Project Proposals will be Funded.

3.6 Selection Process

UNSW Strategic Educational Development Grant applications will be assessed by a panel chaired by the DVC(A) against the following selection criteria with grants allocated according to merit and strategic priority.

Should funding in any one round be insufficient to support all projects worthy of support, after consultation with the relevant Faculty, such projects will automatically be considered in the next round.

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 significantly improving UNSW’s educational performance.
• 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
• The appropriateness of the Project’s proposed governance and management arrangements
• 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.

3.7 Timelines and Closing dates for Applications

Proposals for projects to be funded by a UNSW Strategic Educational Development Grant will be called for TWICE in 2014.

**Round 1**
Call for Proposals 3 Feb 2014
Close for Support from DVC(A) 16 Apr 2014
Close for Endorsed Applications 30 Apr 2014
Assessment and Ranking of Endorsed Applications 12 May 2014
Notification of Outcomes to Applicants 23 May 2014
Successful Round 1 Projects Commence 1 July 2014

**Round 2**
Call for Proposals 21 Aug 2014
Close for Support from DVC(A) 27 Oct 2014
Close for Endorsed Applications 13 Nov 2014
Notification of Outcomes to Applicants 11 Dec 2014
Successful Round 2 Projects Commence 6 Jan 2015

3.8 Support for the Preparation of Applications

For support with the preparation of project proposals and applications contact the Learning and Teaching (LTU) at LandTgrants@unsw.edu.au

3.9 Application Form

Project Proposals for Round 2 2014 should be prepared and submitted on the UNSW Strategic Educational Development Grant Application Form available at: http://teaching.unsw.edu.au/grants
4. **UNSW Teaching Fellowship Grants (SEF # 3)**

4.1 **Nature of the Grants**

Applicants for *Teaching Fellowship Grants* will be *individuals* seeking to develop their leadership capabilities in relation to learning and teaching by leading and managing a major educational change project, aligned with the priorities outlined in UNSW’s L&T Strategy 2014 – 2018, across the schools in one or more of UNSW’s faculties, in including their own.

The successful outcomes of a UNSW Teaching Fellowship grant can be used as evidence of effective leadership in future promotion applications and/or applications for external Office of Learning and Teaching (OLT) research and development funding, including OLT National Teaching Fellowship funding.

A maximum of $100,000 per grant is available each semester for TWO semesters.

4.2 **Eligibility**

UNSW Teaching Fellowship Grants are open to all full-time or part-time continuing members of UNSW academic staff.

4.3 **Funding Priority Areas for UNSW Teaching Fellowship Grants**

In 2014 – 2016 UNSW’s Teaching Fellowship Grant funding priorities include projects directed at:
- sustainably enhancing the quality of large scale stage 1 and 2 courses
- delivering improved, personalised large scale assessment and feedback
- utilising innovative educational technologies to implement/facilitate high quality blended learning
- enhancing the student experience through the considered use of the “flipped classroom”.

4.4 **Project Deliverables**

- Submission of a *Progress Report* in the required format (1-2 pages) to the DVC(A) at the end of each semester
- A *Final Project Report* in the required format (8-10 pages) to the DVC(A) at the end of the project
- Evidence of sustained change in policy and/or practice in one or more of UNSW’s priority areas for educational change, in one or more UNSW faculties
- Evidence of greater capability for effective leadership of learning and teaching having been developed within the applicant, the applicant’s faculty/school and/or UNSW as a whole
• Open sharing throughout the University of any insights, developments or materials (including educational technology, software, and/or resources) that have resulted from the project, including those related to the processes of leading and managing the change.

4.5 Application Process

The primary process of application is through a written project proposal that addresses each of the following, on the required application form (see section 4.9 for details on how to access the required Application Form):

• **Project Outcomes and Rationale** for how the project will address one or more of UNSW’s current priorities for Teaching Fellowships.

• **Approach** – a description of what will be done to ensure that the proposed Fellowship will deliver its stated outcomes including a description of the Fellowship’s proposed governance, management, and work packages.

• **Value/Need for the Project** – a description of the potential usefulness of the Fellowship 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 project will be met, including a description of how funding received via the Teaching Fellowship Grant will be deployed to develop, deliver, assess/evaluate and report on the outcomes of the learning and/or teaching development that is the focus of the project.

Since it is intended that the outcomes of UNSW Teaching Fellowship funded projects/initiatives be sustainable, it will be necessary for applicants to secure the endorsement of their faculty Dean, HOS, or anyone else with responsibility for approving any on-going budget, resources or organisational changes that may be necessary to sustain these outcomes. Further, since it is intended that the holders of these prestigious grants will exercise leadership in teaching within and beyond their school/faculty throughout the period of their Fellowship, it is expected that the recipients of these awards will continue to teach. However, funding provided via these Teaching Fellowship Grants may be used to fund teaching support (e.g., assistance with marking and/or content/resource development).

The administrative process associated with determining which proposals are funded is outlined below:
4.6 Selection Process

UNSW Teaching Fellowship Proposals will be assessed against the following selection criteria with grants allocated according to merit and strategic priority.

Selection criteria:

- The clarity of the articulated outcomes and arguments to demonstrate how the project will address one of UNSW Learning and Teaching Priorities for 2014-2018.
- The potential usefulness of the project and its outcomes in developing:
  - policy and/or practice in learning and teaching, AND
  - capability for leadership of learning and teaching in the applicant, the applicant’s faculty/school and/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.
- The appropriateness of the project’s proposed governance and management arrangements.
- 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.
4.7 Timelines and Closing dates for Applications

Proposals for projects to be funded by a UNSW Teaching Fellowship Grant will be called for ONCE in 2014 for commencement in January 2015.

- Call for Proposals: 1 Sep 2014
- Close for Endorsed Applications: 3 Oct 2014
- Assessment and Ranking of Endorsed Applications: 20 Oct 2014
- Notification of Outcomes to Applicants: 1 Nov 2014
- Successful Round Projects Commence: 6 Jan 2015

4.8 Support for the Preparation of Applications

For support with the preparation of project proposals and applications contact the Learning and Teaching (LTU) at LandTgrants@unsw.edu.au

4.9 Application Form

Project Proposals should be prepared and submitted on the UNSW Teaching Fellowship Grant Application Form available at:

http://teaching.unsw.edu.au/fellowships-learning-and-teaching
5. UNSW Learning and Teaching Innovation Grants (SEF # 4)

5.1 Nature of the Grants

Applicants for Learning and Teaching Innovation Grants 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 UNSW’s learning and teaching development priorities as outlined in UNSW Learning and Teaching Strategy 2014 – 2018.

Grants are available on a one-off basis up to a maximum of $25,000 and must be fully acquitted over a period of no-more than 12 months.

5.2 Eligibility

UNSW L&T Innovation Grants are open to all 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 applicants or project leaders but may be members of project teams as approved by the relevant faculty Dean.

5.3 Funding Priority Areas for UNSW L&T Innovation Grants

In 2014 – 2016 UNSW’s L&T Innovation Grant funding priorities include projects directed at:

- sustainably enhancing the quality of large scale stage 1 and 2 courses
- delivering improved, personalised large scale assessment and feedback
- utilising innovative educational technologies to implement/facilitate high quality blended learning
- enhancing the student experience through the considered use of the “flipped classroom”.

5.4 Project Deliverables

- Submission of a Progress Report in the required format (1-2 pages) to the DVC(A) at the end of each semester
- A Final Project Report in the required format (8-10 pages) to the DVC(A) at the end of the project
- Open sharing throughout the University of any insights, developments or materials (including educational technology, software, and/or resources) that have resulted from the proposed project.
5.5 Application Process

The primary process of application for a UNSW L&T Innovation Grant is through a written project proposal that addresses each of the following on the required application form (see section 5.9 for details on how to access the required Application Form):

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

- **Approach** – a description of what will be done to ensure that the proposed project delivers its stated outcomes including a description of the project’s proposed governance, management, and work packages.

- **Value/Need for the Project** – a description of 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 via the L&T Innovation Grant will be deployed to develop, deliver, assess/evaluate and report on the outcomes of the learning and/or teaching development that is the focus of the project.

Since it is intended that the outcomes of projects/initiatives funded by this grant be sustainable, it will be necessary for applicants to secure the endorsement of their faculty Dean, HOS, or anyone else with responsibility for approving any ongoing budget, resources or organisational changes that may be necessary to sustain these outcomes.

The administrative process associated with determining which proposals are funded is outlined below:
5.6 Selection Process

UNSW L&T Innovation Grant applications will be assessed against the following selection criteria with grants allocated according to merit and strategic priority.

**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
- The appropriateness of the Project’s proposed governance and management arrangements
- 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.
5.7 Timelines and Closing dates for Applications

Proposals for projects to be funded by a UNSW L&T Innovation Grant will be called for TWICE in 2014.

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

**Round 2**
- Call for Proposals: 1 Aug 2014
- Close for Endorsed Applications: 15 Sep 2014
- Assessment and Ranking of Endorsed Applications: 17 Oct 2014
- Notification of Outcomes to Applicants: 1 Dec 2014
- Successful Round 2 Projects Commence: 6 Jan 2015

5.8 Support for the Preparation of Applications

For support with the preparation of project proposals and applications contact the Learning and Teaching (LTU) at LandTgrants@unsw.edu.au

5.9 Application Form

Project Proposals should be prepared and submitted on the UNSW Learning and Teaching Innovation Grant Application Form available at:

http://teaching.unsw.edu.au/grants

This information booklet was developed by Learning and Teaching Unit and in conjunction with the Office of the DVC(A). For further information or to offer feedback on this document please contact:

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