UNSW L&T Innovation Grants FAQs

Are there any examples of Innovation Grant applications I can look at?
Not yet, as this is the first time these grants have been offered. However, there will be people within your school or faculty who have successfully applied for other similar grants (e.g. OLT grants), so draw on their experience.

What are the L&T Innovation Grants for?
L&T Innovation Grants are for faculties, schools or individuals seeking support for:
- Small-scale learning and teaching development initiatives, or
- pilots/trials of planned, large-scale educational changes.
Projects must align with priorities as outlined in UNSW Learning and Teaching Strategy 2014-2018.

How much money will I receive if my application is successful?
L&T Innovation Grants are available on a one-off basis up to a maximum of $25,000 and must be fully acquitted over no more than 12 months.

What if my idea/initiative requires more than $25,000?
The faculty is responsible for approving any ongoing budget, resources or organisational changes that may be necessary to sustain the outcomes from an L&T Innovation Grant. If you require a larger grant, it may be more appropriate to apply for a UNSW Strategic Educational Development Grant or UNSW Teaching Fellowship Grant. See the Teaching Gateway Grants page for more details.

Can I update my grant and reapply if my application is unsuccessful in the current round?
Yes. If you submit an application, the L&T Grants Selection Committee will provide feedback, which will enable you to improve the application and resubmit in the next available round.

Will I get feedback on my final faculty endorsed application that I submit?
Yes, the L&T Grants Selection Committee will give you feedback on all aspects of your final faculty-endorsed application in terms of how it meets the selection criteria.

Who will assess the grant applications?
The DVC(Academic) will set up a L&T Grants Selection Committee to assess all L&T Innovation Grant applications.

What is the application process for a L&T Innovation Grant?

1. Check Eligibility and prepare Project Proposal
2. Submit proposed project 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.
Details on the application process, including the application form and closing dates for each round, are available on the Grants page of the Teaching Gateway.

**Can I get feedback from the LTU on my application prior to submitting my final version?**
Because we had only a very short timeframe for 2014 Round 1, we could not build in a feedback process prior to submission of this first round of applications. You will, however, get feedback on your application from the L&T Grants Selection Committee that will help you re-develop the application, and LTU staff can help you interpret this feedback. In the future there will be opportunities for feedback from the LTU through workshops offered centrally as well as within faculties.

**What is the endorsement process?**
The application needs to be endorsed by the Head of School, the General Manager and the Dean.

**Who is eligible to apply for a L&T Innovation Grant?**
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 they may be members of project teams as approved by the relevant faculty Dean.

**What makes a good L&T Innovation Grant application?**
Keep in mind the selection criteria for a L&T Innovation Grant:

- 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.

**Areas to focus on are how your proposal:**

- Addresses priorities identified in the UNSW Learning and Teaching Strategy 2014-2018 as they translate to your faculty, discipline or school
- Addresses an issue or problem that is both worthy and urgent – it must be clear *why* you are undertaking this project. It is worth outlining your backup plan for achieving the project goals if your application is unsuccessful.
- Includes stated outcomes, which are specific and measurable rather than general
- Includes a clearly articulated dissemination strategy that is linked to these outcomes
- Aligns these outcomes with a realistic development/project management plan, indicating that the project is achievable by this project team within the timeframe and budget
- Is linked to an evaluation plan
- Is succinct, clear, coherent and readily comprehensible to the intelligent non–expert; adheres to the specified word limits; and includes mechanisms to enhance readability, such as headings, bulleted lists and diagrams.
Use the ABCD approach:
- **Alignment with strategic priorities**
- **Budget justification**
- **Connect with the right people (Community of Practice)**
- **Dissemination strategy**

**Do I need to do a thorough literature review to underpin my grant application?**
You are not required to provide an extensive literature review or a highly detailed conceptual framework. But you should be able to indicate how your project draws on what has already been done in the area, here at UNSW and more broadly, as shown in the literature. It’s important to show how, rather than reinventing the wheel, your project adapts current thinking to a particular context.

**Should we look at OLT reports?**
Yes, OLT reports can be useful. Your application can leverage the way they pull together best practice. OLT assessment reports are available for **Innovation and Development Grants** and **Seed Grants**. OLT titles are also worth looking at when you’re looking for a good title for your project.

**What are some strategies to find out what is happening outside my faculty?**
- Ask people you know who have been working in the area in your school or faculty.
- Search the literature.
- Ask LTU for advice on what has happened in the area.
- See L&T forum posters online.

**Do team members need to belong to UNSW?**
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.

The focus of L&T Innovation Grants is UNSW, unlike OLT grants, which are focused on cross-institutional collaboration.

**What support is available for grant applications?**
- UNSW OLT teaching grant resources
- Ask for feedback particularly from
  - Colleagues within faculty who have received grants (including OLT)
  - Key learning and teaching people within the Faculty including ADE, HoS and administration (regarding budgets)
  - LTU contacts
- UNSW Grants Management Office
  - **Budget preparation**
  - **Salary scales for grant budgeting**

**What sort of reporting is required?**
A 6-month interim progress report will be required. This will be an opportunity to review the budget. A final project report will be delivered after 12 months.

**What are typical items that might be included in the budget?**
- **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 a maximum of 28% may be included.
- **Project support** (administrative items):
- All non-staff expenditure for the administration and day-to-day management of the project, not directly contributing to a specific project outcome e.g. management meetings, stationery, web development, consumables, travel

- **Project Activities**: This section must be completed where the purpose of expenditure is directly linked to a project deliverable.
  - All costs that 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
  - Project evaluation
  - Dissemination plan, e.g. production of publication, conferences and workshops. Ensure value for money, e.g. host half-day symposium. Allocate partial costs, e.g. conference registration but not travel.

See the application form for more detail, and use Faculty and School L&T contacts for assistance.

**Do I allocate hours in the budget for my own time/work?**
There are several ways to go about this depending on your approach. If you aim to hire a project leader who will do the bulk of the work, your contribution is more likely to be treated as an in-kind contribution. However, if you’re aiming to be the project leader and undertake a large part of the work, it may be appropriate to apply for part-time release from normal academic duties for a set period and allocate these hours in the budget.

**What sort of project governance and management do I need to define in my application?**
- Roles, responsibilities and accountabilities should be defined for all project team members.
- Define reporting structure and framework within the project team (e.g. all team members report to the project manager) and indicate how you will meet (e.g. there will be a weekly project meeting).
- Define reporting structure and framework 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)
- Indicate how senior management (or committee) will be provided with project updates and oversee the work of the project manager to ensure that the project is on track. Senior management (or committee) can also be used by the project manager as a point of escalation for resolving issues
- Provide a plan on the work packages to be delivered by the project. ‘Work package’ is just 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

**Do I need to include additional/supporting documentation?**
No. Keep the application concise.

**What should I include in the development/project management plan?**
Ensure that the approach you take allows you to achieve what you set out to achieve. The plan should define roles, timelines, responsibilities and accountabilities of project teams, and should clarify reporting processes and times. The challenge is to keep the project small in scale – what is realistic, given the timeframe and resources? Can it be broken down into chunks of work, and this funding used to complete a defined part of it?

**Is there a limit to the number of grants that can be awarded per person?**
L&T Innovation Grants are available on a one-off basis for each project. The faculty is responsible for approving any ongoing budget, resources or organisational changes that may be necessary to sustain the outcomes from the grant. A person may apply for another L&T Innovation Grant only if it is for another unrelated project.
Are there limits to the number of grants that can be awarded per faculty?
No, the grants are competitive and not distributed on a per-faculty basis.

Is there a connection between UNSW and OLT grants?
Yes, one aim of the UNSW grants is to build the capability of our staff to apply for OLT grants. For this reason we have aligned our criteria and application process with the OLT’s. A UNSW grant can help show evidence regarding pilot outcomes, experience in project management and so on. We hope that the experience staff gain in applying for UNSW L&T Innovation Grants will lead to better quality OLT grant applications.

What are some examples of outcomes I could include in my application?
- Tools developed, e.g. innovative assessment/feedback tools for your discipline, technology related tools
- Implementation guides published
- Resources developed – open repository available on web, exemplars, models
- Community enhanced – development/expansion of existing community, building a community of practice
- Professional development opportunities increased – workshops/seminars
- Courses/programs improved
- Data obtained and compiled (surveys conducted and reported on) – learning analytics applied and survey outcomes put to good use
- Publication achieved – e.g. case studies