LEARNING AND TEACHING GRANTS AND FELLOWSHIP

PROGRAM

Strategic Educational Development Grants (SEF # 2)

Teaching Fellowship Grants (SEF # 3)

L&T Innovation Grants (SEF # 4)

2015 Information Booklet
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1. Overview of UNSW’s L&T Grants and Fellowships Program

1.1 Introduction

In 2014 UNSW created strategic learning and teaching development funds that made approximately $18m available to support strategic educational developments throughout UNSW over the three year period 2014 to 2016.

The funds support projects and initiatives aimed at enhancing the overall learning and teaching performance of UNSW through strategic investment in agreed educational priorities as determined through the overall UNSW planning process.

Priorities for the distribution of these funds are 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

A significant proportion of the funds are 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

1.3.1 The UNSW’s Learning and Teaching Grants and Fellowship Program is made up of three categories of grants in 2015

- SEF # 2 - Strategic Educational Development Grants
- SEF # 3 - Teaching Fellowship Grants
- SEF # 4 - Learning and Teaching Innovation Grants

each of which is designed to articulate with one or more of the Office of Learning and Teaching (OLT) national grants schemes. See Figure 1 below.
1.3.2 **UNSW Strategic Educational Development Grants**

Applicants for *Strategic Educational Development Grants* will be *Faculties* 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 $200,000 per grant is available with $100,000 each semester for two 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.

A maximum of $200,000 per grant is available with $100,000 each semester for two semesters.

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 Office of Learning and Teaching (OLT) research and development funding, including OLT National Teaching Fellowship funding.
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 2014 – 2016 UNSW priority areas particularly those aimed at educational innovations to personalise students’ learning including the novel use of technology.

(* Please note that “novel” here is understood to mean relative to the general experience of stakeholders in the particular context in which the initiative is being implemented)

A maximum of $20,000 is available per grant over TWO semesters.

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.

1.4 Funding Priority Areas for UNSW’s Learning and Teaching Grants and Fellowships Program in 2015

UNSW’s learning and teaching development priorities for 2015 include but are not limited to:

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

Note: Any project that proposes educational innovations or developments that require technical modifications to, or integrations with, ANY of the applications on the TELT platform, including MOODLE, must seek advice from the Senior Manager TELT Operations and Services (Mr Karsten Sommer) as to the feasibility, costs and likely timeframe for the work. Grant applicants must make these factors transparent in their applications, including in their budgets.

The case for all proposals must be based on the enhancement of teaching and student learning and not just be an argument for the adoption of a new technology.
1.5 Availability of Funding

Funding is made available strictly on a competitive basis. In 2015, in addition to the funding already allocated to support projects approved in 2014 and extending into 2015, UNSW will allocate funds to support an additional:

- FOUR Strategic Educational Development Grants
- TWO Teaching Fellowship Grants
- NINE Learning and Teaching Innovation Grants

Funding allocated to support new Strategic Educational Development and Teaching Fellowship Grants will be made available in THREE tranches.

- **Tranche 1**: $5,000 on 1 September 2015 upon notification of the success of the grant application for the purposes of establishing any infrastructure necessary for the project including the recruitment of any required personnel as defined in the approved Project Plan.

- **Tranche 2**: Up to $100,000 on 1 January 2016 subject to the completion of the projects’ establishment phase as defined in the approved Project Plan

- **Tranche 3**: Up to $100,000 on 1 July 2016 subject to satisfactory progress against the designated milestones in the approved Project Plan.

Funding to support new Learning and Teaching Innovation Grants will be made available in TWO tranches.

- **Tranche 1**: Up to $10,000 on 1 July 2015 to establish and initiate the project in accord with the approved Project Plan

- **Tranche 2**: Up to $10,000 on 1 January 2016 subject to satisfactory progress against the designated milestones in the approved Project Plan.
2. UNSW Strategic Educational Development Grants (SEF # 2)

2.1 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 2.3 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 project’s development must be that there is no net increase in the cost of program delivery.

It is anticipated that projects will run across 2 semesters.

A maximum of $200,000 per grant is available.

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.

2.2 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.

2.3 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 novel educational approaches and/or technologies to implement/facilitate high quality blended and/or personalised learning
• enhancing the student experience through the considered use of the “flipped classroom”.

Note: Any project that proposes educational innovations or developments that require technical modifications to, or integrations with, ANY of the applications on the TELT platform, including MOODLE, must seek advice from the Senior Manager TELT Operations and Services (Mr Karsten Sommer) as to the feasibility, costs and likely timeframe for the work. Grant applicants must make these factors transparent in their applications, including in their budgets.

2.4 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.

2.5 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 2.9 for details on how to access the required Application Form):

A. Project rationale (What does the Faculty want to do and why is it needed?)
   (OLT A: Project rationale and sector readiness)

• Context
  A description of the teaching context in the Faculty and of the issue/s or opportunity/ies the application seeks to address.

• Proposal
  A description of what the Faculty wants to do, change or develop to address the issues/opportunities that have been identified.

• What evidence suggests this project will be effective?
  Referring to prior work in the Faculty or by others and/or to relevant ideas, theories or conceptual frameworks, provide a rationale for how the proposed project will address the issues/opportunities that have been identified.
• How will the project enhance the educational performance of UNSW? This should also include a description of the potential usefulness of the proposed project and its outcomes to the enhancement of policy and/or practice in learning and teaching in the applicant Faculty or UNSW as a whole.

• UNSW L&T Priorities
An argument for how the project addresses one or more of the UNSW Learning and Teaching priorities.

B. Outcomes and scope of the project (OLT B: Project outputs or deliverables)
A description of the project deliverables and the scope of the project.

C. Project plan (OLT D: Project approach)
A description of what will be done to ensure that the proposed project delivers its stated outcomes.

D. Impact plan (OLT C: Project impact – please refer to the IMPEL Ladder Model proposed by OLT)
Your plan for maximising the impact of your project and for disseminating its results.

E. Project team and governance (OLT E: Project team and governance)
A description of the roles and responsibilities of the team members, and of the reference group. This should also include information demonstrating the capability and capacity of the team to complete the project on time and on budget.

F. Budget (OLT F: Project 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, the relevant Dean must explain how the Faculty will provide any on-going budget, resources or organisational changes that may be necessary to sustain these outcomes in his/her letter of endorsement.

G. Evaluation plan (OLT G: Project evaluation)
How the project will gather and use feedback to keep the project on track and to explore the outcomes of the project.
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.

Further details on the application process are available at:

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

2.6 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.

Selection criteria:

- The clarity of the proposal, and of the 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 project plan 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.

2.7 Timelines and Closing dates for Applications

Proposals for projects to be funded by a UNSW Strategic Educational Development Grant will be called ONCE in 2015 for full commencement in January 2016.

Call for Proposals 15 June 2015
Close for Support from DVC(A) 13 July 2015
Close for Endorsed Applications 10 August 2015
Assessment and Ranking of Endorsed Applications 19 August 2015
Notification of Outcomes to Applicants 31 August 2015

2.8 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

2.9 Application Form

Project Proposals should be prepared and submitted on the UNSW Strategic Educational Development Grant Application Form available at:

http://teaching.unsw.edu.au/grants
3. **UNSW Teaching Fellowship Grants (SEF # 3)**

3.1 **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 and 3.3 below, across the schools in one or more of UNSW’s Faculties, including their own.

A maximum of $200,000 per grant is available. It is anticipated that Fellowship projects will run across 2 semesters.

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.

3.2 **Eligibility**

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

3.3 **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 novel educational approaches and/or technologies to implement/facilitate high quality blended and/or personalised learning
- enhancing the student experience through the considered use of the “flipped classroom”.

Note: Any project that proposes educational innovations or developments that require technical modifications to, or integrations with, ANY of the applications on the TELT platform, including MOODLE, must seek advice from the Senior Manager TELT Operations and Services (Mr Karsten Sommer) as to the feasibility, costs and likely timeframe for the work. Grant applicants must make these factors transparent in their applications, including in their budgets.

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.
• 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.

3.5 Application Process

The primary process of application for a UNSW Teaching Fellowship 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):

A. Project rationale – What do you want to do and why is it needed?
   • Context
     A description of the teaching context in the Programs, Schools and/or Faculties you propose to work in, and of the issue/s or opportunity/ies your proposal seeks to address.
   • Proposal
     A description of what you want to do, change or develop to address the issues/opportunities you have identified.
   • What evidence suggests this project will be effective?
     Refer to prior work by you and/or to relevant ideas, theories or conceptual frameworks which provide a rationale for how your proposed innovation will address the issues/opportunities you have identified.
   • How will this project be useful?
     Explain the potential usefulness of the proposed project and its outcomes to the development of policy and/or practice in learning and teaching.
   • UNSW L&T Priorities
     An argument for how your project addresses one or more of the UNSW Learning and Teaching priorities.

B. Outcomes and scope of the project
A description of the project deliverables and the scope of the project.

C. Project plan
A description of what will be done to ensure that the proposed project delivers its stated outcomes.

D. Impact plan
The impact plan for your project is a critical requirement for a fellowship application. (please refer to the IMPEL Ladder Model proposed by OLT)
Your plan for maximising the impact of your project on the Programs, Schools and/or Faculties it focuses on, and for disseminating its results.

How will your capability for leadership in teaching and learning develop through this fellowship?

E. Project team and governance
- Provide a summary of your achievements, academic profile and track record in educational change. Highlight evidence for your potential for a leadership role in teaching and learning.
- Describe the roles and responsibilities, capability and capacity of members of the project team and the reference group.

F. Budget
A fully justified description of how the total costs associated with the proposed fellowship project will be met, including a description of how funding received via the L&T Teaching Fellowship Grant will be deployed to develop, deliver, assess/evaluate and report on the outcomes of your proposed fellowship.

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).

G. Evaluation plan
How you will gather and use feedback to keep the project on track and to explore the outcomes of the project.
The administrative process associated with determining which proposals are funded is outlined below:

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 of Faculty Dean & HOS
4. Submit Endorsed Project Proposal
5. Endorsed Proposals Assessed & Ranked by UNSW L&T Grants Selection Committee
6. DVC(A) Determines & Announces which Proposed Fellowships will be Funded.

Further details on the application process are available at:

https://teaching.unsw.edu.au/unsw-teaching-fellowship-grants

3.6 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 context description and articulated outcomes and arguments to demonstrate how the project will address one of UNSW Learning and Teaching Priorities for 2014-2018.
- The strength of the conceptual and theoretical frameworks that underpin the fellowship project.
- The appropriateness and coherence of the project plan with the project’s stated outcomes.
- The potential usefulness of the project and its outcomes in developing policy and/or practice in learning and teaching.
- Potential of the nominee to play a leadership role in bringing about change in a key area of learning and teaching.
- The appropriateness of the project team and the governance arrangements.
• The appropriateness of the project’s plans for the evaluation, dissemination and embedding of project outcomes in the policies/practices of the Schools and Faculties where the fellowship will be located.
• 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 Teaching Fellowship Grant will be called for ONCE in 2015 for commencement in January 2016.

- Call for Proposals: 15 June 2015
- Close for Endorsed Applications: 3 August 2015
- Assessment and Ranking of Endorsed Applications: 12 August 2015
- Notification of Outcomes to Applicants: 31 August 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 should be prepared and submitted on the UNSW Teaching Fellowship Grant Application Form available at:

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

4.1 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 2014 – 2016 UNSW priority areas particularly those aimed at educational innovations to personalise students’ learning including the novel use of technology.

Grants are available on a one-off basis up to a maximum of $20,000 and must be fully acquitted over a period of no-more than 12 months.

4.2 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.

4.3 Funding Priority Areas for UNSW L&T Innovation Grants

In 2014 – 2016 UNSW’s L&T Innovation Grant funding priority areas 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 novel educational approaches and/or technologies to implement/facilitate high quality blended and/or personalised learning
- enhancing the student experience through the considered use of the “flipped classroom”.

In 2015 funding priorities particularly encourage projects aimed at educational innovations to personalise students’ learning including the novel use of technology.

(*) Please note that “novel” here is understood to mean relative to the general experience stakeholders in the particular context in which the initiative is being implemented

- Note: Any project that proposes educational innovations or developments that require technical modifications to, or integrations with, ANY of the applications on the TELT platform, including MOODLE, must seek advice from the Senior Manager TELT Operations and Services (Mr Karsten Sommer) as to the feasibility, costs and likely timeframe for the work. Grant applicants must make these factors transparent in their applications, including in their budgets.
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
- 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.

4.5 **Link to the Office of Learning and Teaching Innovation and Development grants program.**

The application process for the UNSW grants have been designed to mirror as closely as possible the application process for Innovation and Development grants from the Office of Learning and Teaching (OLT). However the UNSW process involves modifications to the language and sequence of the OLT process. In the description of requirements below equivalent OLT sections and headings are indicated in brackets.

4.6 **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 4.9 for details on how to access the required Application Form):

**A. Project rationale (What do you want to do and why is it needed?)**

*OLT A: Project rationale and sector readiness*

- **Context**
  A description of your teaching context and of the issue/s or opportunity/ies your proposal seeks to address
- **Proposal**
  A description of what you want to do, change or develop to address the issues/opportunities you have identified.
- **What evidence suggests this project will be effective?**
  Refer to prior work by you or others and/or to relevant ideas, theories or conceptual frameworks which provide a rationale for how your proposed innovation will address the issues/opportunities you have identified.
- **Why do you think this is an innovation, and how will it be useful?**
  - Explain the innovative or developmental nature of this project.
  - Provide 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.
- **UNSW L&T Priorities**
  An argument for how your project addresses one or more of the UNSW Learning and Teaching priorities.
B. Outcomes and scope of the project (OLT B: Project outputs or deliverables)
A description of the project deliverables and the scope of the project.

C. Project plan (OLT D: Project approach)
A description of what will be done to ensure that the proposed project delivers its stated outcomes.

D. Impact plan (OLT C: Project impact - please refer to the IMPEL Ladder Model proposed by OLT)
Your plan for maximising the impact of your project and for disseminating its results.

E. Project team and governance (OLT E: Project team and governance)
A description of the roles and responsibilities of the team members, and of the reference group or project mentor. This should also include information demonstrating the capability and capacity of the team to complete the project on time and on budget.

F. Budget (OLT F: Project 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, applicants must 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.

G. Evaluation plan (OLT G: Project evaluation)
How you will gather and use feedback to keep the project on track and to explore the outcomes of the project.
The administrative process associated with determining which proposals are funded is outlined below:

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 Committee

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

Further details on the application process are available at:

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

4.7 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 quality of the innovation proposal

- The clarity of the proposal and arguments to demonstrate how the innovation idea will address one or more UNSW Learning and Teaching Priorities for 2014-2018.
- The innovative nature and potential usefulness of the proposal 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 link to prior projects by your or others, and the conceptual and theoretical frameworks that underpin the proposal.
The quality of the project plan

- The clarity of the outcomes, and the appropriateness and coherence of the proposed project plan with the stated outcomes.
- The appropriateness of the project team and the governance 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 (impact).
- The appropriateness of the Project’s proposed budget and the strength of its justification.

4.8 Timelines and Closing dates for Applications

Proposals for projects to be funded by a UNSW L&T Innovation Grant will be called for ONCE in 2015 for projects to be undertaken in Semester 2 2015 and Semester 1 2016.

- Call for Proposals: 10 April 2015
- Close for Endorsed Applications: 29 May 2015
- Assessment and Ranking of Endorsed Applications: 2 June 2015
- Notification of Outcomes to Applicants: 15 June 2015

4.9 Supports 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

4.10 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 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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