PURPOSE

1.1 The Learning and Teaching Grant Seed Funding is made available to support academics embarking on, or developing further, their interest and engagement with the scholarship of learning and teaching. This round of seed funding is primarily aimed at two types of applications:
- Those who are anticipating making an application for an Office of Learning and Teaching (DEEWR) grant in 2012 or 2013 where the work undertaken in the seed funding is preparation for this; or
- Those seeking to re-develop a previously unsuccessful application for a grant.

1.2 The seed funding in this round is available to fund learning and teaching associated activities that will result in an Office of Learning and Teaching (DEEWR) funding application. In particular, the focus for this round will be on improving assessment practice. For example you may wish to:
- Review an assessment strategy to improve the sustainability of that practice
- Research and develop a novel approach to assessment
- Develop a new curricular initiative or resource to support assessment
- Adopt a new approach to online assessment
- Initiate a research initiative related to the scholarship of learning and teaching with a focus on assessment.

1. ELIGIBILITY

2.1 UNSW staff (permanent, fixed-term and conjoint) whether full-time or part-time.

2.2 Teams of eligible staff may apply.

2. FUNDING AND ASSOCIATED BENEFITS

3.1 A total of $20,000 is available to be granted in 2012.

3.2 Successful applications for Learning and Teaching Grant Seed Funding will be awarded up to a maximum of $2,000.

4. APPLICATION PROCESS

4.1 Applications should be no longer than two A4 pages (including cover sheet, refer attached) and include the following information:
- brief explanation of the purpose of the funding
- where funding is sought to support the development or re-development of an Office of Learning and Teaching (DEEWR) grant – the funding program targeted; title of proposed project (to be funded by DEEWR); and a brief summary of proposed project (to be funded by DEEWR)
- brief description of how the proposed activity relates to the applicant’s learning and teaching interests and experience
• details of funds requested (Refer Section 5.1).

4.2 The application must be endorsed by the relevant Dean(s) and Associate Dean(s) (Education) before the completed application is submitted.

4.3 Applications open on 12th December 2011 and close on 17th February 2012. Applications should be submitted to the Learning and Teaching Unit (email: c.matheson@unsw.edu.au). All funds granted need to be fully expended by 30 November 2012.

4.4 In addition to the funding application, recipients will be expected to make a presentation in the Connections seminar series or other local workshop in their School and Faculty on the basis of their funding activity or may also be invited to submit a poster to the Learning and Teaching Forum in May 2012.

5 ALLOWED EXPENDITURE AND FUNDING ALLOCATIONS

5.1 Activities that may be covered under this funding scheme could include, for example:

• research/technical/administrative assistance
• travel and related expenses for attending events
• enrolment/registration in events
• travel and related expenses to attend a meeting or workshop with colleagues across different institutions
• purchase of resources or equipment
• the costs involved in running a workshop
• time relief from marking or teaching
• employment of expert support or advice e.g. educational designer or developer, a subject expert.

5.2 Funding will be made available in late February 2012. Grant recipients will need to arrange for their School/Faculty Finance Manager to set up an account under fund code LT001 in order for the funds to be transferred to their School/Faculty to manage. Grant recipients will need to provide a financial report/acquittal against expenditure at the end of the year.

6 APPLICATION ASSESSMENT

6.1 Applications will be assessed by a panel based on the strength of the proposed activity.

6.2 The assessment of applications will take into account the extent to which proposed activities:

• address UNSW or Faculty/Divisional learning and teaching priorities (for UNSW priorities see the Learning & Teaching Enhancement Plan, located in myUNSW)
• contain a plan for dissemination
• are soundly based in concept and planning
• demonstrate awareness of previous work undertaken in this field
• are orientated towards the scholarship of learning and teaching
• have the potential to benefit other faculties, schools or disciplines.

7 REPORTING

7.1 Successful applicants will be required to provide a financial report/acquittal against expenditure at the end of the year and evidence of a (draft) ALTC grant proposal.

7.2 In addition, successful applicants will be required to make a presentation on their findings and observations, and the implication for practice at UNSW (Refer Section 4.4).

8 TIMETABLE

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Submission to Learning &amp; Teaching @ UNSW</td>
<td>17th February 2012</td>
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<tr>
<td>Assessment of Applications</td>
<td>20th – 24th February 2012</td>
</tr>
<tr>
<td>Applicants informed of outcome of their application</td>
<td>27th February 2012</td>
</tr>
<tr>
<td>Interim review of progress</td>
<td>Prior to Learning and Teaching Forum, Semester 1 (11th May)</td>
</tr>
<tr>
<td>Submission of financial report against expenditure</td>
<td>30th November 2012</td>
</tr>
<tr>
<td>Presentation by applicant</td>
<td>within 3 months following the event or completion of activity</td>
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</table>
Application for Learning and Teaching Grant Seed Funding 2012

<table>
<thead>
<tr>
<th>Applicant’s name</th>
<th>Phone:</th>
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<tbody>
<tr>
<td>Position/Title</td>
<td>E-mail:</td>
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</table>

Other UNSW staff to be involved in the proposed activity

Title of proposed activity

Brief summary
Please attach a brief explanation of the purpose of the funding and a brief description of how the proposed activity relates to your learning and teaching interests and experience.

Funding requested
List details of activities (below or on separate page if necessary) that require funding and a brief explanation of how they will assist you in your proposed activity.

<table>
<thead>
<tr>
<th>Activity/cost</th>
<th>Amount $</th>
<th>Explanation</th>
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Total amount requested $ 

Endorsement
The relevant Associate Deans (Education) and Deans must be made aware of the proposal and endorse this application before submission by signing below.

______________________________  __________________________
Associate Dean (Education)      Signature

______________________________  __________________________
Dean                           Signature

Please submit your application to email: c.matheson@unsw.edu.au

If you have any queries please contact Ann Wilson, annwi@unsw.edu.au or Carolina Matheson, c.matheson@unsw.edu.au