

SCIENTIA EDUCATION INVESTMENT FUND GRANTS (SEIF)



2018 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 TELT Operations and Services (Mr Karsten Sommer) 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 quarterly 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 2018 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. Expand and develop new offerings for UNSW students;
2. Develop short discipline specific professional non-award courses linked to micro-credentials; or
3. Significantly enhance the student experience or student outcomes via any other original approach not covered above or in other funded schemes like the Inspired Learning Initiative or UNSW 3+calendar.

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.

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 2018

Call for Proposals	30 Aug 2017
Internal deadline for submission to Faculty/Division Office	11 Oct 2017 (5pm)
*Faculty/Division Offices to submit ranked applications to PVCE)	18 Oct 2017 (5pm)
Assessment and Ranking of Endorsed Applications	3 Nov 2017
Notification of Outcomes to Applicants	28 Nov 2017

(*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 2019 grants, applications will be called in August 2018 with the funding being available from the announcement date until the end 2019 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

Scientia Education Investment Fund Grants (SEIF) Instructions for completing the Application Form

Round 2018

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(*Note: Grant applications to be submitted to the PVC(E) only by the Faculty/Division Office. You are required to submit the application to your Faculty/Division Office for ranking and endorsement by the internal deadline.)

Instructions

Applications

The font should be 10pt Arial.

Applications should be no more than 8 pages in total, including all sections.

Budgets

All costs must be in whole dollars. The total funding amount requested should be rounded to the nearest \$1,000 with subtotals and line items adjusted accordingly. Budgets will be allocated for the year.

Personnel Costs:

This should include the salaries (e.g. project manager, research assistant/fellow), wages and on-costs of personnel who have overall responsibility for managing and implementing the project. The level of each appointment and the percentage of time committed should be specified. On-costs to the maximum of 29% may be included (see: <https://www.hr.unsw.edu.au/services/salaries/oncosts.html> for more information).

Project Support:

Project Support includes all non-staff expenditure for the administration and day-to-day management of the project, not directly contributing to specific project outcomes. For example, management meetings, stationery, travel, consumables. Please note that the purchase of assets (IT equipment) cannot be included in the project budget.

Project Activities:

All costs, which directly contribute to a specified activity or outcome, including evaluation and dissemination, should be included here. Note: Conference expense and related travel expense cannot be funded via SEIF.

Benefits realisation:

This section will include a description of the benefits to be realised during the project. A benefit can be a key deliverable, artefact, feature or system that can be implemented during the course of the project and not just at the end. It will include milestones and key deliverables that will deliver benefits during the length of the project and not just at the completion of the activity.

Scientia Education Investment Fund Grant Application Form

Select SEIF#1 or SEIF#2

Project Title
Project Titles should be no more than 15 words long and be clear and succinct

Priority Area
Clearly indicate which UNSW Strategic Priority the proposed project is intended to address (include both the 2025 Strategy and the SEIF Priorities)

Applicants	
Name	Faculty Email
Project Leader:	
Project Team:	

A. Project Abstract
Project Abstract should be no more than 150 words and should <i>summarise</i> what the project sets out to achieve and the benefits.

B. Project plan and rationale (What is planned and why is it needed?)

B1 Proposal: A brief description of what you want to do, change or develop to address the issues/opportunities you have identified.

B2 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 project will address the issue/opportunities you have identified.

B3 How will the outcomes be useful to the School/Faculty/University? And how will outcomes be disseminated across the School/Faculty/University?

C. Benefits and outcomes of the project

C1. Description of the project deliverables.

C2. A description of the project benefits, including milestones and deliverables during the course of the project.

D. Project management

A description of what will be done to ensure that the proposed project delivers its stated outcomes and benefits.

E. Impact and evaluation plan

Your plan for ensuring the impact and sustainability of your project. How will you gather and use evaluation data and feedback to keep the project on track and to explore the outcomes and benefits of the project? How will you evaluate and measure the impact of the outcomes?

F. Budget

A fully justified description of how the total costs associated with the proposed project will be met.

F1 Please complete the following budget template:

		Year 1			Year 2 (if applicable)		
		Grant \$	Other \$	Total \$	Grant \$	Other \$	Total \$
A	PERSONNEL						
	<i>Subtotal for section A</i>						
B	PROJECT SUPPORT						
	<i>Subtotal for section B</i>						
C	PROJECT ACTIVITIES						
	<i>Subtotal for section C</i>						
	TOTAL PER STAGE						

		Grant \$	Other \$	Total \$
TOTAL PROJECT BUDGET				

Applicant's Declaration (Project Lead)

I apply for a UNSW Scientia Education Investment Fund Grant and agree to the conditions of the grant.

Signature:	Date: / / 2017
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School or Faculty Endorsement (depending on whether project is School or Faculty based)

I endorse this application on the basis of the attached information and confirm the applicant is currently a member of this School/Faculty's staff. I accept responsibility for approving any on-going budget, resources or organisational changes that may be necessary to sustain the outcomes from this grant.

Head of School (or nominee) for School based project

Name:	Email:
Signature:	Date: / / 2017

Dean (or nominee) for Faculty based project

Name:	Email:
Signature:	Date: / / 2017

You are required to submit the application to your Faculty/Division Office for ranking and endorsement by the internal deadline. Grant applications to be submitted to the PVC(E) only by the Faculty/Division Office.