Pro-Vice Chancellor (Education) Portfolio

Scientia Education Investment Investment Fund (SEIF) grants

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Applying for a SEIF grant

- Overview of the process
- What makes a good application
- Questions and Answers
Scientia Education Investment Fund grants

• **Large SEIF grants** - $200,000 for large-scale projects that impact a large number of students

• **Small SEIF grants** - $50,000 for smaller in scale projects but significantly enhance the student experience and outcomes

• **Eligibility** - Project Leaders - full-time or part-time continuing members

• 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
Scientia Education Investment Fund grants

2018 Funding Priority Areas

- Expand and develop new offerings for UNSW students;

- Develop short discipline specific professional non-award courses linked to micro-credentials; or

- 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.
Application process checklist

✓ Faculties are able to submit up to 2 Large SEIF grants and 3 Small SEIF grants
✓ 3 key priority areas and strategic priorities (2025)
✓ Information booklet
✓ Application form – project proposal
✓ Font – 10pt Arial and no more than 8 pages in total
✓ Advice from ADE, Head of School, peers and PVC(E) staff
✓ TELT (integration with Moodle) advice – contact Sheldon Chow, Manager TELT (sheldon.chow@unsw.edu.au)
✓ Internal deadline submission to Faculty/Division Office - 11th October 5pm
Timelines

• 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 PVC(E)
  18 Oct 2017 (5pm)

• Assessment and Ranking of Endorsed Applications
  3 Nov 2017

• Notification of Outcomes to Applicants
  28 Nov 2017
What makes a good application?

- Adheres to the application instructions
- Demonstrates a need in higher education learning and teaching
- Has thought and planned for outcomes and impact
- Demonstrates readiness for the project, including through building on existing work (completed projects, for example)
- Aligns realistic and substantiated project elements: outputs, approach, timeframe, budget and team
- Selection criteria

Adapted from the AAUT (OLT) website
SEIF Selection Criteria

Quality of the proposal

• 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
SEIF Selection Criteria

Quality of the project plan

• 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
Strengths of successful grants

• Clear alignment with priorities
• University wide application
• Addresses a defined need
• Builds capacity of staff and students
• Benefits a large number of students
• Strengthens or builds on current work
• Real world relevance (practical and useful)
• Clarity of outcomes and alignment of the plan with stated outcomes
• Well supported by the faculty and aligns with current focus
• Considers sustainability after the project funding ceases
Application form
A. Priority Area and Abstract

• Clear alignment with 2025 strategic priority and SEIF priority
• Summarises what the project sets out to achieve and the benefits
• How will the project contribute?
B. Project plan and rationale (What is planned and why is it needed?)

B1 – Proposal: Description of what you want to do
- Clearly identify and address an issue or a problem that is worthy and urgent (in your context) and what you propose to do?
- Helps to show how it connects with other work
- Consider students’ needs

B2 – What evidence suggests this project will be effective?
- Show how the project draws on what has already been done, at UNSW or more broadly as shown in literature, the project adapts current thinking to a particular context

B3 – How will the outcomes be useful to the School/Faculty/University?
- Clearly outline why the project is needed – how it goes beyond ‘business as usual’ to warrant extra funding – how does it meet the need?
- How will the outcomes be disseminated?
C. Benefits and outcomes of the project

C1 – Description of project deliverables

- For example, might include: Implementation guides, resources, community development or expansion, professional development, changes to courses/programs, use of data, publications...
- Realistic and focused scope

C2 – A description of project benefits, including milestones and deliverables

- Project aims and outcomes are clear, specific and measurable
D. Project Management

What will be done to ensure the project delivers its stated outcomes and benefits

• Align outcomes with a realistic development/project management plan

• Outline strategies indicating that the project is achievable by team within the timeframe and budget

• Leave no doubt that it is doable within the funding/timeframe

• Clarify team structure – defining roles, responsibilities, accountabilities and reporting details
E. Impact and evaluation plan

Impact

• Your plan for maximising the impact and sustainability of your project and for disseminating its results
  – Impact is the difference your project will make to – students, staff, courses/programs, communities...

• Brief (a paragraph or two given the scale of the project) – aligned to outcomes and evaluation

Evaluation plan

• How will you evaluate and measure the outcomes? - (increased student satisfaction, uptake by staff, improvement in students’ performance/participation, building community)

» Impact – all changes during and after the project
» Outcomes – benefits as a result of the project
F. Budget

- **Personnel** – salaries, wages and on-costs of personnel

- **Project support** - 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

- **Project activities** – This section must be completed where the purpose of expenditure is directly linked to a project deliverable (including dissemination and project evaluation - workshops, website development, production)

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Support

1. • Associate Dean of Education / Head of School

2. • Peers and/or key learning and teaching staff within the School or Faculty

3. • School Administration staff – Executive Officer or Finance Officer (budgets)

4. • PVC(E) staff - LandTgrants@unsw.edu.au
Resources
Evaluation and Impact


Online evaluation tool – to help plan your evaluation - [http://tiny.cc/evalplan](http://tiny.cc/evalplan)


**Templates for project management:**


**Some examples of free project management software:**

- Kanbanflow - [https://kanbanflow.com/](https://kanbanflow.com/)
- Ganttproject - [http://www.ganttproject.biz/](http://www.ganttproject.biz/)
- Basecamp - [https://basecamp.com/](https://basecamp.com/)
Questions and Answers