



Pro-Vice Chancellor (Education) Portfolio

Scientia Education 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)

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

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

Impel Model – *The Impact Management Planning and Evaluation Ladder (IMPEL)*: <https://docs.education.gov.au/documents/impact-management-planning-and-evaluation-ladder-impel>

Online evaluation tool – to help plan your evaluation - <http://tiny.cc/evalplan>

Detailed information on evaluation - <https://docs.education.gov.au/documents/altc-project-evaluation-resource>

Dissemination: http://www.uq.edu.au/evaluationstedi/Dissemination/Planning_a_Dissemination_Strategy.pdf

Templates for project management:

http://www.egovernment.tas.gov.au/project_management/supporting_resources/templates

Some examples of free project management software:

- Kanbanflow - <https://kanbanflow.com/>
- Ganttproject - <http://www.ganttproject.biz/>
- Basecamp - <https://basecamp.com/>



Questions and Answers

