



ACU TEACHING DEVELOPMENT GRANTS

2011

GUIDELINES AND PROCEDURES

ACU TEACHING DEVELOPMENT GRANTS

CONTEXT

This document outlines the guidelines and procedures for applications to the 2011 round of Teaching Development Grants.

The closing date for 2011 TDG applications is **Monday 8 August 2011**.

GUIDELINES

The Teaching Development Grants (TDG) Scheme at ACU is designed to support scholarship, program and curriculum development and innovation in higher education learning and teaching. TDGs are open to individuals or teaching teams (including professional staff) for projects designed to enhance student learning at the University. Total funding of up to \$85,000 is available each year for ACU grants and awards, with no individual grant to receive more than \$20,000.

The Citation and Grants Committee (CGC) reserves the right to reject without correspondence applications which are deemed to have a research-only orientation and which do not directly relate the application of teaching development and innovation.

Priorities

Australian Catholic University priorities for each year will be established by the University Learning and Teaching Committee through consultation with the Deputy Vice-Chancellor (Academic), the Deputy Vice-Chancellor (Students, Learning and Teaching) and the Deans. These priorities will generally align with the ACU Strategic Plan priorities and the Learning and Teaching Thematic Plan.

For 2011, the priorities are projects that focus on **teaching international students; new technology use to support teaching; assessment; and increasing participation from low-SES students**.

Proposals for non-priority areas will be considered on the merits of each case.

Procedures

Applicants should:

- first discuss their proposed project with their Associate Dean Learning and Teaching, Head of School, Citations and Grants Committee Faculty member and other relevant staff (e.g. Director IT);
- determine if there is any School/Faculty financial or in-kind support for the proposal;
- familiarise themselves with the ALTC documentation on project management, evaluation and dissemination referenced in the TDG application form, as well as the Australian Catholic University Strategic Plan and the Learning and Teaching Thematic Plan;
- contact all proposed team members with a brief description of project and invitation to join the team;
- attend any scheduled grant application workshops conducted by the LTC staff.

Timeline

Normally, the project should be able to be completed within one year of notification of successful funding. However, where the applicants believe a longer timeframe would result in a better process (including evaluation), an argument should be made under point 5 of the application form for up to two years to complete the project.

If a second year is proposed, that year's funding is conditional on receipt of a satisfactory progress and financial report to the Chair, CGC.

Budget

The budget should be quite explicit about teaching relief (guidance on the amount requested is that staff should expect no more than one hour per week for the project duration, which might be taken in several blocks of time), travel costs, and other expenses, and should consider additional workload requirements for any administrative, professional and support staff.

Budget for teaching relief needs to be costed at no more than the cost of employing a casual staff member at level A or B.

Administrative or professional staff time will normally be costed at no more than the HEW 7 casual rate.

Normally conference attendance will not be considered as part of the project budget.

The budget must include any School/Faculty financial or in-kind support for the proposal.

Applications

The application form for the current year must be used.

The application must be no more than 5 pages with standard 2.5 cm margins, 11 point Arial font. The only attachments to the application are to be the Head of School approval(s) and the signed project team signatures, as per the application form, and a detailed budget.

Assessment of projects

Applications will be assessed by the CGC, and the assessment process will be coordinated by the Learning and Teaching Centre.

The Committee will make its recommendation to the Deputy Vice-Chancellor (Students, Teaching and Learning).

The criteria for assessing the projects will be as follows:

1. Clarity and quality of proposal outcomes and approaches
2. Perceived benefit to Australian Catholic University priorities as reflected in the *Strategic Plan* and *Learning and Teaching Thematic Plan*, and transferability to other discipline areas/university-wide programs
3. Detailed budget justification associated with project outcomes
4. Likelihood of the project team achieving proposed outcomes.

Project reports

The project leader must forward a project report to the Chair, CGC within 2 months of project completion, including an expenditure report, and in any event, an interim report must be forwarded to the Secretary of CGC within a year of the project being approved.

The project leader or a member of the team must also present a summary of the project findings to the Australian Catholic University community through a seminar, and supply an e-copy of the report and seminar paper to LTC for dissemination via the LTC website and/or newsletter within 2 months of completion of the project. Project teams are strongly urged to seek appropriate publication outlets for their project, e.g. in *HERD*.

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1. **Project title** _____
2. Names, Schools (or other Units) and campus locations of the Project Leader(s) and Group members
3. **Project leader(s)** _____
4. **Other staff** involved in the project
(insert details here)
5. Phone number, facsimile number and email address of the Project Leader(s)
(insert details here)
6. **Experience** of team members in this area
(insert appropriate text here)
7. **Project summary:** aim of project, intended and clearly outlined student learning outcomes, description of benefits to Australian Catholic University and significance of the project, including a specific statement of what is going to be done, the timeline and how the specified outcomes will be achieved. You should refer to the Australian Learning and Teaching Council (ALTC) project management guidelines – <http://www.altc.edu.au/managing-your-project>
(insert appropriate text here)
8. Brief description of the local and broader educational context within which the project is based, including previous or current ALTC projects, relationship to Australian Catholic University *Strategic Plan* and current Australian Catholic University *Learning and Teaching Thematic Plan*. This should include references to relevant literature, and any innovation (both within and beyond the University) related to the area of the proposal and its relevance for the project.
(insert appropriate text here)
9. Specify how the project will be evaluated. Refer to the ALTC Grants Scheme Evaluating Projects framework (authored by Dr Paul Chesterton and Dr Rick Cummings) when considering evaluation: see <http://www.altc.edu.au/extras/altc-gsep/index.html>
(insert appropriate text here)
10. Strategies for the dissemination of the project outcomes within and beyond the University (i.e. communicating to colleagues and the public the nature and impact of the project). Such dissemination should be more than conference papers. You should refer to the ALTC guidelines on dissemination: see 'Dissemination' on <http://www.altc.edu.au/managing-your-project>
(insert appropriate text here)

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11. Total amount of project funding sought _____.

You should attach a detailed budget as Appendix B.

Note: this page is not included in the five (5) page limit for the Application.

Statement from Head(s) of School(s) of Project Leader(s)

Supported

Not Supported

Signed _____
(Head of School)

Date: _____

Signed _____
(Head of School)

Date: _____

Signed _____
(Head of School)

Date: _____

Signed _____
(Head of School)

Date: _____

On the next page, please provide the names and signatures of each person named in the application and the name and signature of each applicant's supervisor.

In presenting this proposal, I am aware that ethical clearance of this project may be required. I have seen and read any comments which have been made above by the Head of School.

NOTE: The original of the application should be submitted to:

**Citations and Grants Committee
c/- the Secretary, Dianne.Griffiths@acu.edu.au**

Closing date for applications: 8 August 2011

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Please provide below the names and signatures of each person named in the application and the name and signature of each applicant's supervisor.

N.B.: If an applicant is a Head of School and supervisor, please provide name and signature of Dean or other supervisor.

Applicant(s)	Supervisor(s)
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1.Name: _____

1.Name: _____

Signature: _____

Signature: _____

2.Name: _____

2.Name: _____

Signature: _____

Signature: _____

3.Name: _____

3.Name: _____

Signature: _____

Signature: _____

4.Name: _____

4.Name: _____

Signature: _____

Signature: _____

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5.Name: _____

5.Name: _____

Signature: _____

Signature: _____

6.Name: _____

6.Name: _____

Signature: _____

Signature: _____