

Vice-Chancellor's learning and teaching grants 2012

Small grants

Individuals and teams are invited to apply for amounts of between \$2,000 and \$10,000 for projects aimed at one or more of the following:

- implementing aspects of the UTS model of learning
- improving students' development of graduate attributes for the future
- improving the overall student experience at UTS.

Grants are intended to enable academic or support staff or teams to engage in innovation, or adaptation of existing innovations, to improve students' graduate attribute development and/or university experience in a specific context such as a subject, series of subjects or program. Projects must go beyond the routine updating of curriculum, resources or support services. Projects may include research or investigative components, but must also have direct impacts on students' experiences.

Project eligibility

Projects may be designed as standalone initiatives or as pilots or prototypes for future applications for national grant schemes, such as those administered by the Office for Learning and Teaching (OLT) in DEEWR (previously administered by ALTC). Applications may be made for projects that extend on work done in projects funded under this scheme in previous years, provided the applicants have submitted project reports that show appropriate evidence of the previous projects' success. Projects should demonstrate their alignment with the UTS Strategic Plan 2009-2018 and UTS Model of Learning, as described in the Plan. See <http://www.uts.edu.au/about/executive/projects/pdfs/strategicplan2009.pdf>. They should also demonstrate their alignment with the intended graduate attributes.

Examples of projects which might be funded include, but are not limited to:

- innovative and sustainable approaches to embedding graduate attributes within subjects. This may include embedding the development of personal and intellectual attributes needed to succeed at university, for example academic or information literacies, as well as developing desired attributes for graduates;
- enhancing approaches to practice-oriented learning within subjects;
- developing research-inspired/research integrated approaches to subject curriculum, for example through inquiry-based learning approaches or involving students in research or community projects;
- developing students' intercultural capabilities and/or their understandings of international dimensions of the profession/discipline;
- innovative uses of learning technologies that support graduate attribute development;
- developing innovative and sustainable approaches to student support.

Project funding **must** be expended during 2012, so projects should be planned with this in mind.

Application requirements

Applications must be submitted on the project application form and include 3 components:

1. Applicant details, including a short experience and capability statement for the project applicant/team leader (see details below) and a statement of support by the Dean of the applicant's faculty that confirms that any teaching release and faculty resources specified in

the application will be available. Applicants are advised to contact the Associate Dean (Teaching and Learning) and Deputy Dean (if applicable) in their Faculty to ascertain any faculty requirements for supporting applications and consult their academic supervisor and Head of School/Program or equivalent to about the availability of any teaching release.

2. An outline of the project (no more than 3 pages) including:
 - a brief description of the aims and intended outcomes of the project;
 - the aspects of the UTS model of learning and other Faculty/Course/Unit priorities addressed by the project;
 - the rationale for the project, including a description of how the project addresses the aim of implementing aspects of the UTS model of learning, and/or improving students' development of graduate attributes for the future, and/or improving the overall student experience at UTS. (A brief outline of some relevant literature or other sources should be used to support the rationale.)
 - the approach to carrying out the project and key project activities, including how evaluation of students' learning, engagement and/or experiences will be built into the project. The timeline of activities should be indicated.
 - how the project outcomes will be embedded in subjects or programs and sustained after the funding period;
 - any intended dissemination activities;
 - (if applicable) intended future applications based on the project.
3. A project budget with full budget justification (see budget notes below).

Applicant/team leader experience and capability statement

Applicants are required to include a short statement of 100-200 words and indicate whether they have previously had a UTS learning and teaching grant or are an early career teacher. Applicants should include a statement that outlines any previous experience and/or skills that they have in introducing learning and teaching innovations and/or carrying out projects within time and budget constraints.

Applicants who have not previously held a learning and teaching grant may refer to evidence such as the introduction and evaluation of innovations in their teaching and learning/support contexts, timely completion of a Graduate Certificate in Higher Education Teaching and Learning or similar, significant contributions to larger Faculty/Unit projects or other evidence of teaching and learning innovation and/or project management capability. You will not be disadvantaged if you have not been a previous grant recipient.

For applicants who have previously held a learning and teaching grant, evidence of the successful and timely completion of grant projects and submission of project reports will be considered in assessing applications. Applicants who have current 2011 grants should submit a short (1-2 page) interim report outlining achievements to date, as an attachment to their application

Staff who intend to be on PEP during 2012 will normally not be eligible to be sole applicants or team leaders. An exception may be made in the case of applicants whose PEP plans focus on curriculum or teaching and learning innovations that are consistent with the proposed project. Any applicant who will be on PEP needs to provide evidence that the proposed project is consistent with the aims of their PEP and can be completed during 2012.

Project timelines and budgets

Budgets for projects funded under this initiative must be expended during 2012. \$10,000 is the maximum funding available, but applicants should consider the possibility of applying for small scale projects to pilot ideas or develop small scale initiatives. Please see Appendix A for advice on costing various budget items. Eligible budget items include:

- teaching or marking release or admin support for staff working directly on the project. If requesting teaching release, please consider the practicality of release and seek approval in advance.
- salaries for project assistance;
- production of new subject materials or resources that go beyond routine updating;
- purchase of software or resources which are a direct part of the project. Applications that involve any equipment purchase or software development need to include evidence that this does not replicate material already available (for example, provide information about where you have searched for similar material and how your project differs from existing material);
- direct costs of evaluations, for example running student focus groups;
- costs of workshops or similar activities aimed at sharing practice;
- local travel costs necessary to produce project outcomes – for example costs related to interviewing industry practitioners or visiting industry sites as part of a project;
- support for participation in learning and teaching conferences where the work will be presented (up to \$1000).

Items which are *not* eligible include:

- personal computers, mobile devices and similar equipment, except where these will be directly used by students for their learning as part of the project and the use will be sustainable;
- conference travel other than as above;
- any recurrent costs incurred through embedding the project outcomes. If recurrent costs will arise and the project is seen as of sufficient value to warrant ongoing support, the Dean/Director needs to confirm that these costs will be supported by the Faculty/Unit.

Application process and deadline

Applications will be submitted to the office of Shirley Alexander, DVC and Vice-President (Teaching, Learning and Equity), by email accompanied by a signed hard copy. The emailed application should be in the form of a PDF and should be sent to Marilyn.Harris@uts.edu.au. Email and hard copies of applications must be received by **10 am, Monday 30 January 2012**.

The Institute for Interactive Media and Learning (IML) will run sessions to support staff in planning and applying for projects and evaluating project outcomes. Times and locations will be announced in Staff Notices. IML staff will also provide feedback on ideas and applications. Please contact IML staff prior to 19 January 2012 if you wish to discuss your project idea/application or gain feedback.

Criteria for selection

Projects will be assessed on the basis of:

- Likelihood of the proposed project improving student learning, engagement and/or the student experience and developing intended graduate attributes, in ways consistent with the UTS strategic plan and UTS model of learning;

- Innovativeness of the project idea or the way that the idea is being adapted for the particular context;
- Quality and coherence of the project application (including clarity of expression of the project and coherence between the project aims, method and budget);
- Capability of the project team, including capability of the applicant/team leader to complete the project successfully and on time.

Requirements of funded projects

The recipients of each funded project must:

- By February 2013, produce a final project report describing project activities and outcomes to date and including a statement of expenditure against the project budget;
- Present the project as a poster or presentation in a public forum at UTS, eg at a Faculty Teaching and Learning forum and/or the UTS Teaching and Learning forum and/or at a conference held at UTS and open to UTS staff;
- Be prepared to contribute to any broader evaluation of the longer-term outcomes and impacts of projects

Appendix A: Budget advice for projects

Budgets should reflect the minimum level of funding required to complete the project. They must be adequately costed and justified.

Teaching release costs

Teaching release is to be costed on the basis of casual replacement. There needs to be a justification of how the amount of time requested will be used to complete the project, and a realistic assessment of whether release is feasible. Project support, admin assistance, student assistance or marking replacement might be more viable options. Allowable casual replacement costs should normally be based on release from teaching for a semester at casual replacement rates. The listing of rates is available at: <http://www.hru.uts.edu.au/conditions/pay/rates.html> and costings need to take into account the 2% salary increases in May and November 2012 that have been announced. These rates include casual loadings, but do not include oncosts. On costs need to be added. See <http://www.hru.uts.edu.au/manual/5rem/on-costs.html>. Normally replacement will be given for no more than 3 hours/week of teaching per staff member. Alternatively, release may be given for assessment marking and feedback at the other academic activity hourly rate + on costs. The number of hours needs to be justified on the basis of student numbers or similar.

Project staff costs

Funding for research or administrative assistance should reflect the level of work required, and the level and amount of assistance required should be described in the budget justification. Casual research or project assistance, such as support for literature and resource searching, collecting and analysing evaluation data etc that is carried out with guidance from the project leader would usually be costed at Research assistant HEW5 + oncosts. The full schedule of rates for casual support staff is available at: <http://www.hru.uts.edu.au/conditions/pay/rates.html>

Applicants are encouraged to consider employing UTS students at subsidised rates under the Student Jobs@UTS scheme. A subsidy of 25% of salary will apply to students employed under this scheme.

Costs related to evaluation data collection Student focus groups, interviews etc:

Funding may be requested for small (under \$20) incentives such as movie tickets to encourage students to participate in focus groups or interviews as part of a project evaluation. Please note that movie vouchers can be obtained from the UTS union at reduced rates. Catering for focus groups can be included.

Questionnaires: Wherever possible, questionnaires should be administered online, using a freely available option such as UTSONline or UTS Survey manager (contact IML for details).

Resources and costs for services from UTS units or outside providers

Costs for development of web, podcast and other audio-visual and other resources should be based on actual quotes from providers. Applicants for projects that may involve staff or services from UTS units such as ELSSA, AVS, IML or the UTS Web Team need to consult with these units in advance of submitting the project application to discuss options, ensure that resources (including staff time) are available for the project and obtain quotes if applicable.