ACU Teaching Development Grants 2022
Guidelines and Procedures

These guidelines provide relevant information for 2022 ACU Teaching Development Grants (TDGs). A separate *Application Form* template is available for submissions.

The closing date for TDG applications is COB **Monday 1ˢᵗ August 2022. All applications are to be submitted to CEI@acu.edu.au.**

The Teaching Development Grants (TDG) Scheme at ACU is designed to support scholarship of learning and teaching, program and curriculum initiatives, 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. Funding is available each year for ACU Teaching Development Grants, with no individual grant to receive more than $12,000.

Funding categories are:

Funding categories	Purpose	Maximum awarded
Up to $5,000	Funding for a small-scale project that addresses a learning and teaching issue in the School or Faculty	5 projects
Between $5,000 – $8,000	Funding for a medium scale project on a learning and teaching issue, either within or across disciplines	5 projects
Between $8,000 - $12,000	Funding for a large-scale project that is innovative and makes a substantial impact on student learning.	3 projects

Further advice about these grants can be sought from the Awards and Grants Team, Centre for Education and Innovation by emailing [CEI@acu.edu.au.](mailto:CEI@acu.edu.au) Additional resources are available on the [ACU Education and Innovation website](#).

Priorities

Australian Catholic University priorities for each year will be established through consultation with the University Learning and Teaching Committee and Provost. The priorities are aligned to support the ACU Strategic Plan priorities.

For 2022, the TDG priorities are:

1. Broadening access and participation by offering flexible learning options and student choice
2. Developing discipline competence and extending this through work integrated learning experiences

3. Partnering with students, industry and community to co-develop curricula that are fit for purpose and prepare students for future employment opportunities
4. Fostering opportunities for transdisciplinary, interdisciplinary and cross-disciplinary approaches to enable students to make a difference
5. Embedding Aboriginal and Torres Strait Islander Knowings in curricula to prepare students to work interculturally and with respect and competence
6. Assessing with authentic tasks that are aligned to practice and skills in the real world
7. Providing a responsive digital learning ecosystem that includes appropriate tools
8. Embedding research and scholarship in curricula to ensure evidence-based teaching and learning

The Awards and Grants Assessment Group will only consider applications which directly relate to the application of teaching development. The Awards and Grants Assessment Group will not consider applications which have a research-only orientation. The Awards and Grants Assessment Group will also not consider applications which are deemed to be normal Faculty work such as course review activities. Proposals for non-priority areas will not be considered in Teaching Development Grant applications. Proposals that budget for the purchase or leasing of new equipment will also not be approved (please seek advice from the CEI, CEI@acu.edu.au on existing resources that may support your planning).

Procedures

Applicants should:

- discuss the proposed project with Head of School (HoS) or Director and ensure HoS or Director will write a supporting comment on the application
- check with HoS to determine if there are other similar projects already funded within the School
- determine if there is any School/Faculty financial or in-kind support for the proposal
- work within the timeframes for any School or Faculty based internal review
- refer to the ACU Strategic Plan 2020-2023, Learning and Teaching Framework and Education Strategy
- refer to the ACU Education & Innovation Website for the ACU Teaching Development Guidelines and Application forms, in addition to relevant resources for Learning and Teaching grant applications (project management, evaluation and dissemination)
- consult with all team members to develop the project plan

Project Leader

To ensure good communication and clarity around responsibility for the project, 2022 ACU Teaching Development projects must have a nominated Project Leader, with other team members as required. This means that the Project Leader must take the responsibility for management of the project, the timeliness of activities, and the budget. If the Project Leader already has several other current projects, the project application will not be considered.

In most circumstances, the Project Leader will be a continuing or fixed term contracted member of staff. Sessional staff are eligible to lead TDGs but must do so with a co-lead who holds a continuing or fixed term

contract.

Due to the nature of ACU's teaching responsibilities across six campuses, the majority of projects will involve team members. Project team members must be included on the application form. Team nominations can only include members with a contribution of 10 per cent or higher.

In-kind support

CEI will offer up to 10 hours of in-kind support for successful TDG applications. In-kind support will take the form of advice and guidance related to learning experience design, developing an ethics application or project evaluation to support your TDG. In-kind support will not extend to administrative support required to implement successful projects. The in-kind support must be negotiated prior to submitting the application and referred to in the relevant part of the grant application template. The CEI cannot provide written feedback on drafts of applications but can answer any questions arising in the drafting process.

Applications

The application form for the current year must be used. The completed application has 3 mandatory sections. Please combine the sections and submit as one document.

1. The *Application Form* requires Head of School approval, the signatures of each member of the project team and other relevant information.
2. *Project Proposal* (max 4 pages, 2.0 cm margins, Calibri font 11 point)
3. *TDG Budget* (one page) Excel Template sheet (located on Education & Innovation Website - TDGs)
4. If project involves a survey with ACU students, include approved application with submitted grant application. Refer to ACU Governance Website for further guidelines and application form for student surveys. In the event approval is not received prior to application, include application submitted as evidence of due process.

Project Proposal (max. 4 pages)

Applicants need to clearly state what the project is trying to achieve or change, and why. The project and deliverables need to be scoped to be achievable within the timeframe. The *Project Proposal* form on the website should be used and it should identify key project stages, major tasks or activities over the timeframe (a timeline may be useful to identify the different stages).

Budget

The budget must be 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. Please ensure that staff on costs are included in your budget. Award rates and instructions for calculating salaries are in the TDG Budget Template.

Normally conference attendance will not be considered as part of the project budget. **All budget costs must be rounded to the nearest dollar.**

It is ACU policy to not fund unnecessary travel between campuses. Please indicate when you will be using videoconferencing (Microsoft Teams/Zoom), Adobe Connect and other ACU supported technologies for cross campus communication.

The budget **must include** any School/Faculty financial or in-kind support for the proposal. Examples of in-kind support provided by organisation units includes: access to office space and /or meeting rooms, staff time for administration, printing, document disseminations.

A sample TDG budget is provided within the *TDG Budget Template* on the ACU Teaching Development Grants webpage.

Funding will be made available within the year of award and must be fully expended by 31st December of the following year. **No roll overs will be permitted**.

Ethics

Ethics approval is an important part of research integrity, both individually and institutionally. The process of ethics review helps to balance the interests of research participants, researchers and the University. You will need to obtain ethics approval from the ACU HREC if your project involves interactions with humans or their data, and if you wish to publish this research. If you require ethics approval you will need to arrange this as soon as possible after being awarded a grant; no research should be commenced until you have obtained ethics clearance from the ACU HREC. Ethics Application at ACU is conducted within Orion here.

Assessment of Projects

The assessment process will be coordinated by the Awards and Grants Team within the Centre for Education and Innovation. All applications will be assessed by the ACU Awards and Grants Assessment Group, which is chaired by the Director, CEI with membership from all Faculties, CEI and students.

The criteria for assessing the projects will be as follows:

1. Impact on student learning outcomes
2. The proposal demonstrates the alignment between theory and practice
3. Alignment to the TDG priorities derived from the Education Strategy
4. Sustainability, transferability and impact for other discipline areas / university-wide programs
5. Detailed budget justification associated with project outcomes
6. Likelihood of the project team achieving proposed outcomes

Timeline

Applicants will be notified of the outcome of their application by October 2022. Funding will be transferred after that date to the Faculty. These projects need to be scoped and designed to be completed by the end of February 2024 (with all funds expended by Dec 31, 2023). Project leaders must manage the project to ensure it is completed within the 15 months' timeframe, as no extensions will be awarded.

Project Reports

Project leaders will be required to complete a half yearly report in July 2023 and a final report due March 2024. The half yearly report template and final report templates will be emailed to all project leaders prior to due dates. A reminder will be emailed to all project leaders prior to due date of reports, with all reports to be submitted to CEI@acu.edu.au.

Project Dissemination

It is expected projects will produce outcomes worthy of dissemination, either to the faculty, ACU community or external to the university. Project Leaders are advised to build this aspect into planning as ethics may be required and authorship needs to be considered. Please refer to support material on the ACU Learning and Teaching website.