

ACU Teaching Development Grants 2024

Guidelines and Procedures



These guidelines provide relevant information for 2024 ACU Teaching Development Grants (TDGs). Separate *Application Form* and *Grant Proposal Form* templates are available for grant submissions.

The closing date for TDG applications is COB Monday 19th August 2024. 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 for Teaching Development Grants will be considered for large scale projects that can demonstrate potential for broad and substantial impact to the learning and teaching enterprise across ACU. It is likely that prior research around the grant topic has been successfully undertaken. Funding is available each year for ACU Teaching Development Grants, with **no individual grant to receive more than \$13,000**. While there is no minimum amount, applicants should note the expectation that the grant will be sufficiently robust to have a potential organisation-wide impact.

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. Additional resources are available on CEI's [ACU Teaching Development Grants](#) webpage.

Priorities

Australian Catholic University priorities for each year will be established through consultation within the Centre for Education and Innovation. The priorities are aligned to support the ACU Vision 2033 priorities.

For 2024, 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.

Procedures

Applicants must:

- 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. If so, explore the potential to expand the project beyond the School through cross-Faculty collaborations (through HoS or CEI consultation)
- determine if there is any School/Faculty financial or in-kind support for the proposal
- discuss any planned teaching relief required for the project, with Head of School, before Head of School endorsement
- work within the timeframes for any School or Faculty based internal review
- refer to the [ACU Vision 2033](#), [Teaching Criteria and Standards Framework](#), [ACU Approach to Learning and Teaching](#), and [Education Strategy](#)
- refer to the [ACU Teaching Development Grants](#) website for the ACU Teaching Development Grant Guidelines and Application and proposal forms, in addition to relevant resources for Learning and Teaching grant applications
- consult with all team members to develop the project plan

Project Leader

To ensure good communication and clarity around responsibility for the project, ACU Teaching Development projects must have a nominated Project Leader, with other team members as required. This means that the Project Leader must take responsibility for management of the project, the timelines 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 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 to the project 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 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. Each of these are separate documents on the CEI ACU [Teaching Development Grants](#) website. Please combine the sections and **submit as one PDF 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

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 (i.e. 52 hours maximum per year, per team member, which might be taken in several blocks of time).

Budget for teaching relief needs to be costed at no more than the cost of employing a casual academic staff member at level A or B (up to step 4). Administrative or professional staff time will normally be costed at no more than the HEW 7 (up to step 4) 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.

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

All budget costs must be rounded to the nearest dollar.

Non-Inclusions in the Budget

- **Conference attendance** will not be considered as part of the project budget.
- **Travel**, including between campuses. Please indicate when you will be using videoconferencing (Microsoft Teams/Zoom) or other ACU supported technologies for cross campus communication.
- Purchase or leasing of new equipment will not be approved (please seek advice from the CEI, CEI@acu.edu.au on existing resources that may support your planning).

A sample TDG budget is provided on the second tab of 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, i.e. for the 2024 TDG application round, funding for successful grants will be available in late 2024 and must be expended by 31 December 2025.

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. If your project involves interactions with humans or their data, and if you wish to publish this research you will need to obtain ethics approval from the ACU HREC. If your planned project involves research of ACU students, you must ensure that you follow appropriate [Governance Framework](#) protocols prior to seeking ACU HREC approval. 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 Project Applications

The assessment process will be coordinated by the Office of the Centre for Education and Innovation. All applications will be assessed by the ACU Awards and Grants Assessment Group.

The criteria for assessing the projects will be as follows:

1. Impact on student learning outcomes
2. Demonstration of 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 2024. 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 2026 (with all funds expended by Dec 31, 2025). Project leaders must manage the project to ensure it is completed within this timeframe, as no extensions will be awarded.

Project Reports

Project leaders will be required to complete a half yearly report in July 2025 and a final report due 31 March 2026. The half yearly report template and final report templates will be emailed to all project leaders prior to due dates. An additional 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. We particularly encourage grant recipients to present a report on their progress at annual ACU Showcase events. Please refer to support material on the ACU Centre for Education and Innovation website.