

ACU Teaching Development Grants 2026 Guidelines and Procedures

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.

In 2026 TDG applications will follow a two-stage process:

- Stage 1: Submit a TDG EOI (max. 2 pages) by COB 9 June 2026; feedback provided by 23 June 2026.
- Stage 2: Full submission round opens 29 June. Proposals to be submitted by COB Monday 7 September 2026

Further advice about TDGs can be sought from the Centre for Education and Innovation by emailing CEI@acu.edu.au. The CEI will provide feedback on submitted EOI but cannot provide written feedback on drafts of full proposals. Additional resources are available on CEI's [ACU Teaching Development Grants](#) webpage.

TDG EOI Requirements

The TDG EOI should overview the aim and scope of the proposed project and demonstrate how it meets the following two key requirements:

- Aligns with the [ACU Education and Student Success Plan \(ESSP\)](#)
- Demonstrates potential for broad and substantial impact to learning and teaching across ACU.

Project Leader

ACU Teaching Development EOIs must have a nominated Project Leader who takes responsibility for management of the project, the timelines of activities, and budget. The Project Lead must have workload capacity for a minimum of 20% of the project. In most circumstances, the Project Leader will be a continuing or fixed term member of staff. Casual staff can co-lead with a continuing or fixed term staff member. Project team members must be included in the EOI. Team nominations can only include members with a contribution of 10 per cent or higher.

EOI Structure

The EOI must use the EOI template and should be a maximum of two A4 pages, excluding references. The template and a model EOI are available on CEI's [ACU Teaching Development Grants](#) webpage.

Key components of the EOI include:

ACU ESSP Alignment: In 2026, TDG applications must demonstrate that they align with the ACU ESSP. The ACU ESSP drives learning and teaching at ACU across six key domains. The proposed project must align with one or more of the ESSP domains:

1. Students (experience and success)
2. People (culture and leadership)
3. Scholarship of Teaching and Learning (SoTL)
4. Learning Experience (contemporary curriculum)
5. Infrastructure (physical and digital)
6. Data and insights.

ACU-wide Impact: TDG proposals need to demonstrate ACU-wide learning and teaching impact. To demonstrate broad impact, it is likely that prior research around the grant topic has been successfully undertaken. The Awards and Grants Assessment Group (AGAG) will only consider EOIs which directly

relate to the application of teaching development. Applications which have a research-only orientation and/or are deemed to be normal faculty work such as course review activities will not be considered.

Budget: Funding up to a maximum of \$13,000 per TDG is available. The EOI must include the total estimated budget requested and a breakdown of the key components.

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. The in-kind support must be included in the EOI budget overview.

Procedures

Stage 1: [Submit TDG EOI](#)

Prior to submission of the TDG EOI 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 full proposal 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
- work within the timeframes for any School or Faculty based internal review
- refer to the [ACU Vision 2033](#), [Teaching Criteria and Standards Framework](#), and the [ACU ESSP](#)
- consult with all team members to develop the EOI using the TDG EOI Template

Submit the TDG EOI by COB Monday 9 June 2026. EOIs assessed by AGAG to have met the requirements and demonstrated potential for successful completion will be invited to submit a full proposal.

Stage 2: **Submit full project proposal**

The requirements for the full project proposal are outlined below. The full proposal needs to be submitted to CEI by COB Monday 7 September 2026

TDG Full Proposal Requirements

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 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 cannot include teaching or marking relief. Instead, the TDG budget should cover direct costs (things you need to buy) rather than purchasing your time. If your TDG involves work that is genuinely above typical teaching expectations, discuss workload adjustment early with your supervisor/National Head of School through the usual workload allocation process (not through the TDG budget).

If your budget includes project-based employment of casual academic staff, this should be costed 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 include 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. A sample TDG budget is provided on the second tab of the *TDG Budget Template* on the [ACU Teaching Development Grants](#) webpage.

Acceptable TDG budget items

- Casual project support that delivers project outputs (e.g., research assistant for data collection/analysis, project officer/admin support, student partners, editing/captioning support).
- Learning design and multimedia development support (e.g., video production, H5P builds, interactive resources, graphic design).
- Software licences, subscriptions, or tool access required for the project (subject to university ICT/procurement requirements).
- Evaluation and scholarship costs (e.g., transcription, survey tools, incentives where permitted and ethically approved, publication or dissemination costs where permitted).
- Workshops and dissemination activity costs (e.g., facilitation materials, printing, venue costs) where permitted under university policies.
- Accessibility and inclusion costs (e.g., captioning, alternative formats).

All spending must comply with university financial, procurement, travel, and ethics requirements.

Unacceptable TDG budget items

Teaching buy-out / backfilling the applicant's teaching allocation (e.g., paying for sessional teaching so the applicant can be released from teaching).

- Costs that duplicate centrally provided services where an internal pathway exists (e.g., requesting the grant to pay for time that should be managed through workload allocation).
- Unapproved or non-compliant purchases (e.g., items that breach procurement, ICT, or financial policies).
- **Conference attendance** will not be considered as part of the project budget.
- **Travel**, including between campuses, is not normally funded from TDGs. 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).

Ethics

Ethics approval is an important part of research integrity, both individually and institutionally. 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](#).

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 AGAG. 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 ACU ESSP domains
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 in October 2026. Funding will be transferred after that date to the faculty and must be fully expended by 31st December 2027. Projects need to be scoped and designed to be completed by the end of February 2028. 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 2027 and a final report due 31 March 2028. 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.