

## ACU Teaching Development Grants 2020 - Group 1

### Guidelines and Procedures

These guidelines provide relevant information for Group 1 of the 2020 ACU Teaching Development Grants (TDGs). A separate *Application Form* template is available for submissions.

The closing date for TDG applications is **Monday 10 August 2020**. All applications are to be submitted to [awards&grants.LTC@acu.edu.au](mailto:awards&grants.LTC@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	8 projects
Between \$8,000 - \$12,000	Funding for a large scale project that is innovative and makes a substantial impact on student learning.	2 projects

Further advice about these grants can be sought from the Awards and Grants Team, Learning and Teaching Centre by emailing [awards&grants.LTC@acu.edu.au](mailto:awards&grants.LTC@acu.edu.au). Additional resources are available on the ACU Learning and Teaching website.

### Priorities

Australian Catholic University priorities for each year will be established through consultation with the University Learning and Teaching Committee and the Deputy Vice-Chancellor (Education and Innovation). The priorities are aligned to support the ACU Strategic Plan priorities.

For 2020, the TDG priorities for Group 1 are:

- **Using technology to improve the student experience and enhance teaching practice**
- **Work-integrated learning, including developing enterprise and entrepreneurial skills, to enhance student employability**
- **Innovative strategies for facilitating student progression, retention, success and completion rates**
- **Assessment to promote student learning**
- **Integrating Catholic Intellectual Tradition into the curriculum, particularly focusing on sustainability as an expression of the stewardship of creation**

The Awards and Grants Committee will only consider applications which directly relate to the application of teaching development. The Awards and Grants Committee will not consider applications which have a research-only orientation. The Awards and Grants Committee 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 should:

- discuss the proposed project with their Head of School (HoS) or Director and ensure that the HoS or Director will write a supporting comment on the application
- check with your HoS to determine if there are other similar projects already funded in 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 Australian Catholic University Strategic Plan and the Learning and Teaching Framework
- refer to the ACU Learning and Teaching website for the ACU Teaching Development Guidelines and Application forms, as well as relevant resources for Learning and Teaching grant applications (project management, evaluation and dissemination)
- consult with all team members to develop the project plan
- attend any scheduled grant application workshops conducted by LTC staff.

## Project Leader

To ensure good communication and clarity around responsibility for the project, 2020 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

LTC 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 technology enhanced learning, educational 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. Early in the development of your application, please email [awards&grants.LTC@acu.edu.au](mailto:awards&grants.LTC@acu.edu.au) to outline your proposed in-kind support.

## Applications

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

1. The *Application Form* requires the 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
4. Student survey form (1 page) if required, see later section of this document.

## 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* provided.

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, Skype, 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 December of the following year. No roll overs will be permitted.

## Student Surveys

The ACU Survey Governance Framework was developed to avoid over-surveying current ACU students.

If your project requires undertaking a student survey, a draft of your completed student survey form must be submitted with your grant application. If your application is successful, this form will then be submitted to OPSM by the Awards and Grants Office.

Further information, including the student survey approval form template is available on the ACU website: [https://staff.acu.edu.au/our\\_university/directorates\\_offices\\_and\\_their\\_units/office\\_of\\_planning\\_and\\_strategic\\_management/surveys/acu\\_survey\\_governance\\_framework](https://staff.acu.edu.au/our_university/directorates_offices_and_their_units/office_of_planning_and_strategic_management/surveys/acu_survey_governance_framework)

## 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: <https://orion.acu.edu.au/RME6/Login.aspx?ReturnUrl=%2fRME6%2f>

## Assessment of Projects

The assessment process will be coordinated by the Awards and Grants Team within the Learning and Teaching Centre. All applications will be assessed by the ACU Awards and Grants Committee, which is chaired by the DVC EI, Professor Zlatko Skrbis, with membership from all Faculties, LTC, Academic Skills Unit and students.

The criteria for assessing the projects will be as follows:

1. Clarity and quality of proposal outcomes and approaches
2. Alignment to the TDG priorities 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.

## Timeline

Applicants will be notified of the outcome of the application by October 2020. 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 2021. Project leaders must manage the project so that it is completed within the 15 months' timeframe, as there will not be any extensions awarded.

## Project Reports

Project leaders will be required to complete quarterly reports, due at the end of March, June, September and December. The quarterly report template (*Project Status Report* under 'Small Projects') is available on the ACU website: [https://staff.acu.edu.au/our\\_university/projects/project\\_management\\_templates](https://staff.acu.edu.au/our_university/projects/project_management_templates).

Quarterly progress reports must be submitted to [awards&grants.LTC@acu.edu.au](mailto:awards&grants.LTC@acu.edu.au). A reminder will be emailed to all project leaders.

A final project report will be required within 2 months of project completion. A final project report template will be emailed to all project leaders towards the end of 2020.

## Project Dissemination

It is expected that projects will produce outcomes worthy of dissemination, either to the faculty, the 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:

[https://staff.acu.edu.au/our\\_university/learning\\_and\\_teaching/valuing\\_and\\_rewarding\\_teaching/acu\\_teaching\\_grants/resources\\_for\\_learning\\_and\\_teaching\\_grant\\_applicants](https://staff.acu.edu.au/our_university/learning_and_teaching/valuing_and_rewarding_teaching/acu_teaching_grants/resources_for_learning_and_teaching_grant_applicants)