

Educational Strategies Development Fund 2010

PART A: GRANT GUIDELINES

What is the Educational Strategies Development Fund?

In 1994 the University Education Committee (UEC) established the Educational Strategies Development Fund (ESDF) for learning and teaching. Every year, money from the fund is awarded to projects nominated by academic and general staff that promote the strategic development of the University's learning and teaching. The ESDF funding grants provide an ideal opportunity for those who have an excellent idea to improve learning and teaching but require additional resources to accomplish it.

The nature of the projects must be action research or the development and evaluation of an educational innovation. An innovation need not be entirely new, but may be an improvement in response to student feedback or changing professional requirements. Outcomes of projects are expected to have a positive impact on student learning or the student experience. Projects responding to issues beyond a single subject or discipline are strongly encouraged. The funding program maintains a strong emphasis on assessing the strategic value of nominated proposals, and funding is awarded on this basis.

Who can apply?

The ESDF scheme is open to all Academic Staff and General Staff involved in Learning and Teaching, at all UOW Campuses and Education Centres. Applications may be made by individuals or teams.

How do I submit an application?

The application must be submitted as follows:

1. **One electronic copy in PDF format** emailed to sdellit@uow.edu.au AND
2. **One original and eleven print copies (double sided)** to:
Sue Dellit
Grants Assistant
Research Services Office
Building 20
University of Wollongong

Applications should be prepared using the **ESDF 2010 Grants Scheme Application Form**. All fields must be completed.

Applicants should direct **questions** to Jo Failes, Grants & Awards Officer, on x5012 or at jfailes@uow.edu.au

When are applications due?

The closing date is **Monday November 23, 2009 (by 5pm)**. Late applications will not be accepted.

The announcement of successful applicants will be made in December so that projects can commence in early 2010.

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Funds Available

In this round, \$150,000 will be available for projects in the following two categories:

1. 2 x Grants of \$30,000 each. Please develop a project in one of the following areas:

- Internationalisation in the classroom
- Meeting student needs in a diverse classroom
- Innovations in eLearning

Projects in this category should have a broader scope than one subject or one major, ideally taking up the issue from a multi-disciplinary perspective to ensure wide application.

2. A number of Minor Projects to be funded between \$2,000 and \$15,000 for:

- Innovation or improvement in single subjects, or a small group of subjects
- Support for work on a faculty strategic area with clear support from the Dean or FEC Chair
- Seed funding for preliminary exploration of innovations with wider applicability in discipline, the institution or the higher education sector. This is an opportunity to explore partnerships and ideas that may be suitable for [Australian Learning and Teaching Council](http://www.altc.edu.au) (ALTC) funding - www.altc.edu.au

The outcome of a project may provide guidance for policy and practice at the University of Wollongong.

Funds are awarded to meet the costs of the project. This can include funding of the research, design, consultation, collaboration and production of project materials. Funding can also be used to provide technical or research assistance for projects or to enable full or part-time release from teaching for an academic staff member (for up to 14 weeks).

The following items will not be funded:

- Room upgrades and major equipment
- Conference travel (unless it is demonstrated that this is a critical part of the project's broader dissemination strategy – for more information on approaches to dissemination of outcomes, please see the [ALTC Dissemination Framework](http://www.altc.edu.au/resource-dissemination-framework-altc-2008) <http://www.altc.edu.au/resource-dissemination-framework-altc-2008>)
- Catering (unless it is demonstrated that this is a critical part of the project)

Collaboration with colleagues and relevant disciplinary bodies (such as industry organizations) is strongly encouraged, particularly if applicants are considering later applying for ALTC funding.

Assessment Criteria

Projects are assessed on the following criteria:

1. The clarity of focus for the project and the appropriateness of the planned activities
2. The project alignment to Faculty and University strategic plans
3. The financial plan:
 - The relationship between the request for funds and the planned activities is clear
 - All requests are clearly justified (in terms of rate or quantity)

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4. The benefit to the wider academic community
 - Potential for sharing outcomes across subjects or faculties (innovation or improvement)
 - Potential for expansion beyond the university (seed funding)
5. The experience and demonstrated capabilities of the applicant / project team in relation to the tasks outlined (including the track record of the applicant/team with previous ESDF projects or unfunded curriculum development). It is strongly recommended that an inexperienced team should identify an experienced advisor to provide support.

Applications must address issues detailed in the guidelines. Preference will be given to those projects that link with or build upon the University's Strategic Plans and have clearly addressed each of the points detailed in Section B of the guidelines.

Decision Process

All applications received within the required deadline are considered by the ESDF assessment panel, made up of the Excellence, Diversity and Innovations in Teaching Subcommittee (EDITS). The panel will consider all proposals and make recommendations to the Deputy Vice-Chancellor (Academic). The panel reserves the right to suggest a joint venture for applicants whose expressions of interest complement each other, and whose collaboration could result in greater benefit for the University. The panel also reserves the right to recommend that a grant not be awarded in a particular category.

Notification Process

The final selection of projects to be funded will be made by December 2009. All applicants will be advised of the results in writing by the Deputy Vice-Chancellor (Academic).

Timeframes for projects

It is expected that all projects will be completed within 12 months to 24 months. An extended period may only be granted in exceptional circumstances and must be requested in writing to the Deputy Vice-Chancellor (Academic), with relevant reasons outlined.

Reporting Required

All projects are required to provide a midpoint and final project report to the Grants & Awards Officer. Midpoint reports should be a relatively short email with details of progress against specified outcomes, list reasons for significant variations in the timetable and budget and a reflective evaluation of progress or obstacles to progress.

The final report should follow the ESDF Report pro forma (on the *Focus on Teaching* website) and detail the manner in which the objectives of the project have been addressed, evaluate specified outcomes, and reflect on good practice processes to share. (Summaries of final reports will be published for access via the *Focus on Teaching* site.)

Some projects may also lead to:

- a Spotlight poster
- a conference presentation
- publication in a journal such as the Journal of University Teaching and Learning Practice (JUTLP); or
- other competitive grants funding.

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PART B: GRANT APPLICATION SUPPORT

The following guide will be of assistance when answering each section on the application form:

SECTION TO COMPLETE	DESCRIPTION
1: Project Title	Provide a short descriptive title that can be understood by people outside your discipline. Maximum 20 words
2: Project Details	Tick the appropriate boxes and fill in funding request and projected dates for the duration of the project.
3: Chief Investigators	If there are more than two CIs, list the entire team in the final page Certification by Chief Investigator(s).
4: Executive Summary	Summarise in plain English the project aims, significance and expected outcomes. Complete this section after questions 5-10. Maximum 50 words
5: Nature of the Problem	Describe the issue or problem in Teaching and Learning your project is seeking to address (e.g. student engagement, use of social media, group work, supporting diverse student body). Try to be specific about the way the issue appears in your situation. Include reference to how this project builds on previous funded and unfunded work by members of the project team, other members of the university (e.g. past ESDF or Faculty Scholar projects) or reported in the literature or the ALTC website http://www.altc.edu.au/resources Maximum 200 words
6: Objectives and Anticipated Outcomes of the Project	Clearly state how your project will address the problem. No more than 3 - 5 dot points should be sufficient for a project of this size Maximum 100 words
7: Alignment with Faculty/University Strategic Plans	Be explicit about how the project contributes to a strategic goal of the university or faculty, quoting the part of the relevant strategic plans or FEC or unit minutes. Maximum 150 words
8: Project Method and Consultation	Explain how you will carry out the project, providing references to similar projects or uses of the method (e.g. interviews, intervention in group work, workshop with colleagues, collection and sharing of materials, preparation on new resources). How and when will you consult with relevant people on campus? What will be the nature of the consultation? Maximum 300 words

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<p>9: Project Plan and Timeline</p>	<p>This should reflect the process, including the outcomes and deliverables. Make this a summary timeline even though a very detailed one may be necessary for use by project members. Add rows to the table if necessary.</p> <p>If you wish to submit a GANTT timeline we encourage you to do so but please limit to one page.</p>
<p>10: Deliverables and Dissemination Strategy</p>	<p>What will you have to share with others at the end of the project? How will the outcome of the project be shared with potential users?</p> <p>In learning and teaching projects, one mark of success is how widely the improvement or innovation is taken up by others. The ALTC expects grant winners to have a plan for active sharing of the project findings and outcomes through meetings or workshops. At UOW sharing may take the form of reports to an FEC or at a Faculty meeting, a workshop with colleagues interested in the same issues or the contribution to UOW learning and teaching event as well as any conference presentations or journal publications. Refer to ALTC Dissemination Framework http://www.altc.edu.au/resource-dissemination-framework-altc-2008</p> <p>Maximum 150 words</p>
<p>11: References to literature cited</p>	<p>Include a standard reference list in alphabetical order using a conventional citation style.</p> <p>Maximum half a page</p>
<p>12: Budget</p>	<p>Personnel – include on costs for any casual employees (Research assistant, participants, LD, CEDIR, etc) Consider how the projected will be managed especially if it is expensive or complex.</p> <p>Project Support (additional to standard academic infrastructure and materials; include extraordinary in-kind support)</p> <p>Project Activities (consultation with colleagues, focus groups with students, travel to remote sites for tutor workshops, etc).</p> <p>Note: Conference travel will not be funded. Catering will not be funded unless the event is integral to the successful completion of the project.</p>
<p>12A: Budget Justification</p>	<p>Explain the tasks or activities under the same three headings as the budget. For example, what will the research assistant or project manager do? Project team members can be bought out of specific tasks (e.g. tutorials or marking at the standard casual rates) to provide more time for the project.</p> <p>Why do you need to purchase particular software or minor equipment?</p> <p>Why is travel to the remote sites more useful than videoconferencing with the same people? Colleagues will not be paid consultation fees.</p> <p>Maximum 200 words</p>

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<p>13: Wider Outcomes of the Project</p>	<p>What will be the next stage of this project?</p> <p>Highlight the potential for expansion across UOW or the discipline, including the potential for the project to develop into an application for ALTC Grant funding. If this is unlikely, briefly explain why.</p> <p>Maximum 150 words</p>
<p>14: Constraints around the Project</p>	<p>All proposed projects face risks that could compromise the successful completion of the project. List a few of the most obvious risks and briefly propose a strategy for continuing the project even in a changed form in the face of that contingency.</p>
<p>15: Ethics</p>	<p>Research in which students are asked to be participants has the potential to pose real or perceived risks and thus requires ethics clearance. If so, gaining ethics approval should appear in the timeline for the project (question 9) as well as be indicated here.</p>
<p>16: Reports on Previous ESDF and T&L Fund Grants</p>	<p>Please attach a brief report of outcomes (no more than half a page per grant). This should include:</p> <ul style="list-style-type: none"> • Title of Project • Short description of the manner in which the objectives of the project have been addressed • Progress made towards stated outcomes or outcomes achieved <p>Maximum 200 words (per grant)</p>
<p>17: Biography</p>	<p>Provide a selected CV/statement from each project participant addressing their suitability to undertake or commit to the project.</p> <p>Include an account of the track record in teaching and learning projects/developments, funded or unfunded by each CI, the length and breadth of teaching experience and any other relevant experience. Indicate the evidence of experience by stating activities and outcomes and any recognition for that work. Include any publication of scholarship of teaching.</p> <p>Those applicants who have no evidence should invite an experienced mentor as reference or support person and provide a short statement of the mentor's achievements or experience in learning and teaching.</p> <p>Note: Do not include discussion of or publications from your research program.</p> <p>Maximum 200 words for each CI</p>
<p>Certification by Chief Investigator(s)</p>	<p>It is important the Heads of Unit or Department understand your involvement in an ESDF project so that it is included in your Career Development activity and workload. Please begin talking to your Head and/or Dean early in the process of developing the project to ensure that it fits within the strategic plan of the faculty and the projected activities of your unit. It is expected that the ordinary stationery, communications and similar requirements for the project will be provided by the unit or faculty.</p>