1 INTRODUCTION

Scholarship of Teaching and Learning (SoTL)
The University of Queensland has established an exceptional reputation for excellence in university teaching and learning. This reputation is evidenced by unrivalled achievements within national teaching and learning award programs, an ongoing capacity to attract competitively funded teaching and learning grants and fellowships and significantly high levels of learning and teaching performance-based funding. To consolidate and extend UQ’s position of excellence in university teaching and learning a new initiative has been introduced that aims to focus on and expand the critical mass of teaching and learning expertise that currently exists across the UQ community.

The intention is to create a staff development framework that will include seminars, workshops, fellowships, scholarships and Teaching and Learning grants that will be available to University of Queensland academic staff appointed to Teaching Focused (TF) or Teaching and Research (T&R) positions.

The University of Queensland Early Career, Scholarship of Teaching and Learning, (EC-SoTL) Scheme is a means by which the University provides resources to TF and T&R staff to assist them to build a profile in the Scholarship of Teaching and Learning. The scheme is funded by the Deputy Vice-Chancellor (Academic).

RECOMMENDED SCHEME PRE-REQUISITE

It is recommended that applicants who have had limited exposure to SoTL and have not completed or are currently completing the Graduate Certificate in Higher Education attend workshops run by ITaLI staff on developing teaching and learning grant applications. Workshops will be advertised on the ITaLI website.

2. DEFINITION OF AN EARLY CAREER SCHOLAR
An Early Career Scholar (ECS) is someone who is, at the time of application, within his/her first eight years of teaching employment in a TF, T&R or similar appointment at another university, allowing for uninterrupted, stable academic development.

3. AIMS AND PURPOSE
The purpose of the Scheme is to enable applicants to develop leadership in promoting and enhancing the scholarship of teaching and learning at The University of Queensland.

The aims of the Scheme are:
(1) to encourage new members of TF or T&R staff, and existing staff members transferring to a TF position, to engage in the scholarship of teaching and learning;
(2) to identify teaching and learning issues, within or across disciplines, and facilitate an approach to addressing these issues;
(3) to initiate the development of a project or program that could later attract external funding; and
(4) to support, on a competitive basis, high quality teaching and learning projects of modest financial cost.

The primary emphasis in the award of grants is the merit of the project, evidenced by a well-designed program investigating and addressing a significant teaching and learning issue.
Applicants should demonstrate that they have the particular skills, basic resources and time to carry out the project.

4. SUPPORT

4.1 Level of Funding
The Deputy Vice-Chancellor (Academic) has determined that a maximum of $15,000 per project will be available.

Feasibility is important in a competitive funding climate and applicants should ask for exactly the level of support required. Assessors/Committees will assess whether the request is reasonable to do the job and 'ambit claim' budgets in the expectation that funding will be cut, should be avoided. The University will endeavor to recommend funding at an appropriate level to allow the work to move expeditiously to conclusion. Faculty Teaching and Learning Committees are permitted to recommend reduced budgets where they see this as appropriate.

A budget example is provided in Appendix A.

Funds to support this Scheme are not intended to supplement projects inadequately funded by external agencies.

4.2 Duration of Funding
A one-year project duration is assumed for projects commencing in mid-2015 and ending in mid-2016. Grants will be funded in arrears. The project end date can be requested to extend past mid-2016, and approval of Deputy Vice-Chancellor (Academic) will be required for this to happen.

4.3 Types of activities supported
The type of support required will be determined by the nature of the activities proposed and may include, but is not limited to:

- research and administrative assistance;
- other research and development costs;
- travel expenses;
- seminars and related activities.

4.4 Areas of Work not supported
Funds may not be used to support curriculum renewal at UQ. There must be clear evidence that the proposed project is a new initiative, or an innovative and/or collaborative extension to existing curricula.

4.5 Budget Items not supported
The Scheme does not fund –

- the supplementation of projects being funded by other agencies
- curriculum renewal
- abstracting services
- publication costs of any kind
- projects which consist primarily or substantially of conference travel
- short-term participation of eminent scholars on sabbatical leave
- travel or other expenses while the investigator is on a Special Studies Program
- employer contributions to elective superannuation
- fees of overseas students
- This scheme is not designed to provide funds for projects that constitute the topic for an applicant’s higher degree thesis.

4.6 Number of grants and applications
Eligible staff may apply for only one EC-SoTL, in the current year – this may be either as sole Chief Investigator or as second or additional investigator with another early career researcher. Each staff member is only eligible to receive one EC-SoTL grant as Chief Investigator while employed at UQ.
5 ELIGIBILITY

5.1 All applicants must fulfil the following general eligibility criteria:

- At the time of application, and for the grant period, applicants must hold a (salaried) TF or T&R appointment at The University of Queensland;
- The appointment must be of at least 0.5 full time equivalent (FTE);
- The appointment must be for at least a three-year term (if a staff member’s appointment is less than 3 years at the time of application they need to present a special case to explain why they should be considered);
- An applicant’s Head of School must demonstrate that the applicant has the time and capacity to undertake the proposal;
- Applications from individuals yet to complete their PhD/other postgraduate training will only be considered in highly unusual circumstances. The University believes that such applicants should not embark upon additional teaching and learning projects but should concentrate on completing their thesis and publishing the results. Applicants currently completing postgraduate training must demonstrate that the project is clearly different from their higher degree project and that the progress of their degree will not be affected by taking on the additional work outlined in the project for which they are seeking funds under this scheme.

5.2 Specific UQ ECR-SoTL scheme eligibility criteria
Applicants must also comply with the following specific UQ EC-SoTL scheme eligibility criteria:

- Applicants must provide proof that they are within their first eight years of academic employment, allowing for uninterrupted, stable academic development;
- Applicants must demonstrate that they are the primary originators of the proposed project;
- Applicants must have already established some track record in teaching and learning scholarship through publication.
- Applicants can only be named on or submit one UQ EC -SoTL application per round.
- Early Career Grants are open to staff appointed to academic Levels A, B & C. Staff appointed to academic levels D or higher can make a special case if they believe they should be eligible.

Applications will not be accepted from:

- Staff who were successful in obtaining a grant as a Chief Investigator under the scheme previously;
- Administrative or research support staff employed on HEW Levels 1 – 9;
- Holders of adjunct, affiliated or clinical academic titles;
- Staff appointed on less than a half-time basis;
- Staff who will be on Long Service Leave during the grant period.

6. APPLICATION PROCESS
Applicants must submit their proposal as a mature plan ready for implementation. The application must contain all the information necessary for assessment of the project without the need for further written or oral explanation, or reference to additional documentation unless requested by the assessors. All details in the application, including employment details, must be current at the time of submission. Applications must not be marked commercial-in-confidence as, if so, they cannot be assessed and will be excluded.

6.1 Application form
Applicants must use the application form available from:
http://itali.uq.edu.au/content/early-career-scholarship-of-teaching-and-learning-grants

6.2 Application format
All documents must comply strictly with the format and submission requirements. All text should be in black type. Part C of the application should be completed using a single column and 12-point font. Variants such as mathematical typesetting languages may also be used. References may be reproduced in 10-point font size.
The completed application comprises the following sections:

A. Administrative Summary
B. Personnel and Related Details
C. Project Activities and Outcomes:
   • A discussion of the issue(s) to be addressed;
   • A plan of activities to address this issue;
   • A detailed timeline, including an explanation of any concurrent academic activities for the period of the grant.
   • An approach to identifying and involving collaboration within and across disciplines;
   • The strategy for professional profile-building and dissemination;
   • The intended outcomes of the grant, including a strategy for embedding these outcomes, the project’s potential to attract external funding, and its contribution to the scholarship of teaching and learning;
   • A description of the evaluation method;
   • References
D. Budget and Budget Justification
   • Using the template provided, each application must include an itemized budget that provides a detailed costing for all components of expenditure;
   • The budget justification should describe and defend all proposed expenditure in relation to the grant activities and outcomes. Amounts should be exclusive of GST.
E. Application Certifications
F. Nominated Assessor (see 7.3 Nominated Assessor).

6.3 Submission of application
One electronic copy, in RTF, Word or PDF format must be forwarded to the applicant’s faculty executive dean or delegate who, on the basis of advice from the Faculty T&L Committee or a sub-committee thereof, is responsible for providing the central selection committee with a ranking of the applications in order of importance of the project and quality of the application. A copy of proposals should also be forwarded to Awards and Grants Officer teaching.awards@uq.edu.au

6.5 Closing date for applications
Applications for Early Career Scholarship of Teaching and Learning Grants must be submitted to the faculties according to their set timelines. The faculties will then forward ranked proposals to Awards & Grants Officer in Learning Innovation Building teaching.awards@uq.edu.au by Monday 18 May 2015 for committee review and recommendations to DVCA. Applications may be withdrawn but may not be changed after submission. Additions, deletions and modifications will not be accepted after submission.

7 SELECTION AND APPROVAL PROCESS

7.1 Selection criteria
The assessment criteria for projects are:
   (a) The applicant(s) contribution to the scholarship of teaching and learning;
   (b) The capacity of the applicant(s) to embed the outcomes of the project for the benefit of the University;
   (c) The significance of the issue to be addressed;
   (d) The extent to which the approach is innovative and creative, and grounded in scholarly literature;
   (e) The extent to which the project activities are feasible, bearing in mind the expertise, track record, and productivity of the applicant(s);
   (f) The extent to which the outcomes could form the basis of an application to an external agency;
   (g) The appropriateness of the evaluation strategies;
   (h) The extent to which the budget is justified and appropriate

7.2 Assessment and selection procedure
Applications will be assessed by the University on a competitive basis. EXCELLENCE is the primary criterion for the award of a grant, both in terms of the project and the investigator/investigator team.

Applications should initially be sent to Faculties where the Executive Dean, or delegate, on the basis of advice from the Faculty T&L Committee or a sub-committee thereof, is responsible for providing the central selection committee
with a ranking of the applications in order of importance of the project and quality of the application. This ranking may be used by the selection committee to assist in selection of applications.

Applicants should be mindful that not all assessors will be experts in the field and should write in accessible language, avoiding the use of jargon. Assessors will be looking for clarity of expression.

Final assessment and funding decisions will be undertaken by a committee appointed and chaired by the DVCA or nominee.

7.3 Nominated Assessor
Independent internal assessment will only be used in exceptional circumstances where the Assessment Committee is of the opinion that they do not have the appropriate expertise. Applicants are invited to nominate one independent (reserve) assessor (from University of Queensland staff) for their proposals who may be called upon by the Committee to provide an assessment.

8. APPEALS
Unsuccessful applicants have the right of appeal against procedures (and not content) employed in the selection process. Appeals are not heard against the results of assessment. The appeals committee for this round will not involve anyone who has participated in the grant selection process.

9. BASIC FACILITIES AND INFRASTRUCTURE
Funds are provided on the assumption that the basic facilities required for the proposed work will be available in the institution. Basic facilities include suitably equipped and furnished accommodation; access to workshop services, library facilities, adequate computer facilities and secretarial services; as well as the required time to carry out the project.

The evaluating committees see their task as recommending the provision of special equipment and facilities needed for a project over and above the basic facilities. Special facilities and services may include financial support for auxiliary staff, equipment, consumables, and certain categories of travel.

Applicants are expected to have access to basic standard library materials needed for research as well as for teaching and equipment and materials for photocopying and microfilm reading.

10. ETHICAL CLEARANCE REQUIREMENTS
It is the responsibility of the Chief Investigator to comply with the University's ethical clearance requirements. If you are unsure whether you require ethical clearance for your project, please refer to the guidelines on the Research and Innovation web site: http://www.uq.edu.au/research/integrity-compliance/human-ethics. Grant funds will not be released for successful applications until all required clearances are obtained.

11. EXPENDITURE OF GRANT
A grant can be used to pay any category of research expenditure (salaries, equipment, computing, maintenance or travel) properly incurred in the course of the project as described in the application. Any variation from the budget expenditure outlined in the application is subject to approval by the Deputy-Vice-Chancellor (Academic). Grant monies may only be used for teaching relief or to fund a postgraduate stipend where this has been specified in the application.

12. CARRY FORWARD OF FUNDS
The grant is for the calendar year mid-2015 to mid-2016 and it is expected that funds will be spent within the year of award. Grants will be funded in arrears. The project end date can be requested to extend past 2016, and approval of Deputy Vice-Chancellor (Academic) will be required for this to happen.

13. FINAL REPORT
When the project concludes, grantees will be required to furnish a final report on the work by 30 September of the year following the period of support. The report, encompassing an evaluation of the activities and outcomes of the project, will be reviewed and endorsed by the appropriate Faculty Teaching and Learning Committee who will forward it on to the DVC (Academic).
14. CONTACT FOR ASSISTANCE

Awards and Grants Officer (teaching.awards@uq.edu.au)
Institute for Teaching and Learning Innovation
Sample Budget
(List all items individually)

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<thead>
<tr>
<th>Detailed Budget</th>
<th>$ Amount Requested 2010</th>
<th>Total</th>
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<tbody>
<tr>
<td><strong>Personnel</strong> (include type of appointment and on-costs)</td>
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<tr>
<td>Research Assistant (HEW 4, Level 1) (4 weeks @ $1,789.57 per fortnight + on-costs)</td>
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<tr>
<td>Or casual rates (RA as above)</td>
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<td>20 hours @ 30.85 per hour + on-costs</td>
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<td>Or teaching relief</td>
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<td>10 x 1 hour lectures with 1 hours associated work time @ $96.29 + on-costs</td>
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<td><strong>Equipment</strong> (items costing more than $1,000 each)</td>
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<td>Laptop for RA</td>
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<td><strong>Total:</strong></td>
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<tr>
<td><strong>Maintenance</strong> (Including equipment items costing $1,000 or less each)</td>
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<tr>
<td>Software maintenance</td>
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<td><strong>Total:</strong></td>
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<td><strong>Travel</strong></td>
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<td>Visit to other institution – one standard economy return air fare</td>
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<td>Subsistence : 10 days in New York @ $xx per day (say)</td>
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