1. INTRODUCTION

1.1 Technology-Enhanced Learning at UQ
The Deputy Vice-Chancellor (Academic) has committed $2.39 million in funding in 2015 for Technology-Enhanced Learning Grants.

1.2 Aims
The aim of the Technology-Enhanced Learning Grants is to provide funding to staff at UQ to investigate, develop and/or implement technology-enhanced initiatives in teaching and learning.

Proposals can suggest technology-enhanced learning strategies, digital solutions to disciplinary and cross-disciplinary educational problems and processes, and creative opportunities to improve student learning with digital tools.

Technology-Enhanced Learning Grants aim to achieve the following:
- promote strategic change at UQ for the enhancement of learning and the benefit of the student experience; and
- develop effective mechanisms for the identification, development, dissemination and embedding of good individual and organizational practice, including addressing particular contextual barriers to taking on the good practice identified.

2. TECHNOLOGY-ENHANCED LEARNING GRANTS

2.1 2015 Priority Areas
In 2015, the Deputy Vice-Chancellor (Academic) is encouraging applications in the following priority areas where the project will:
1. Target large courses and/or program-level change.
2. Deepen our understanding of data about learner activities and stimulate development of learning analytic tools that support research on student learning and retention.
3. Add value to the on-campus experience for students.
4. Develop the graduate attribute ‘ability to engage effectively and appropriately with information and communication technologies’.
5. Increase the flexibility of modes of study.
6. Provide innovative assessment and feedback especially for large classes.

2.2 Eligibility Criteria
Any staff member at UQ is eligible to apply and an academic staff member will normally lead the project.

2.3 Funding and Project Duration
The timeline should assume that the project will begin in October 2015 and be completed within two years.
Small projects funded between $50,000 to $100,000 should be designed to be completed within one year. Larger projects funded over $100,000 should be designed for completion within two years.

Smaller, shorter projects will tend to focus on the challenge/innovation within a particular school/program while larger, longer projects will likely have reach across faculties with a potential UQ-wide impact.

2.4 Project Impact
Project impact is a key expectation for all projects. Technology-Enhanced Learning Grants are intended to bring about substantial change in learning and teaching for students and staff at UQ. Applicants will outline the expected impact of their project in the application. A strong application will make a compelling case about anticipated project impact at UQ.

2.5 Roles and Responsibilities
• The Technology-Enhanced Learning Sub-Committee (TELSC) manages the Technology-Enhanced Learning Grants competitive application process.
• TELSC will assess all compliant proposals against the relevant assessment criteria, and make recommendations on successful applications to the Deputy Vice-Chancellor (Academic) who approves successful grant recipients and retains the discretion not to award the grant.
• The eLearning Operational Forum and ITS will assist TELSC with its assessment of proposals.

2.6 Timelines for 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday 28 April 2015</td>
<td>Call for 2015 Technology-Enhanced Learning Grant applications.</td>
</tr>
<tr>
<td>Monday 8 June 2015 to Friday 19 June 2015</td>
<td>Sponsored by ITaLI, up to two sessions will be arranged to ‘pitch your idea’ and receive feedback from ITaLI, TELSC, ITS, eLearning Operational Forum members and potential collaborators. These sessions are not compulsory.</td>
</tr>
<tr>
<td>Friday 17 July 2015 5:00PM</td>
<td>Closing date for Technology-Enhanced Learning Grant applications.</td>
</tr>
<tr>
<td>Monday 14 September 2015</td>
<td>Announcement of successful projects.</td>
</tr>
<tr>
<td>October 2015</td>
<td>Projects commence.</td>
</tr>
</tbody>
</table>

2.7 Notification of Results of Applications
Applicants can expect to be notified by email of the outcome within eight weeks of the closing date.

The Deputy Vice-Chancellor (Academic) reserves the right to make the first public announcement of successful applications. The Deputy Vice-Chancellor (Academic) may also decide to consider proposals outside an advertised round of applications.
3. ASSESSMENT OF PROJECT PROPOSALS

3.1 Assessment Process
TELSC will assess applications for eligibility and compliance against the requirements. TELSC reserves the right to ask for a proposal to be modified and/or re-submitted for decision.
TELSC will assess all proposals against the assessment criteria stated in section 3.2 in these Guidelines. Shortlisted proposals will then be assessed for project design by the eLearning Operational Forum, and for technology requirements by ITS. TELSC submits its final recommendation for consideration to the Deputy Vice-Chancellor (Academic) for approval.

3.2 Assessment Criteria
Proposals for Technology-Enhanced Learning Grant funding should demonstrate the following:

Project Rationale
- A clear argument demonstrating how the project will address a UQ strategic priority and/or ways in which the project utilizes and advances existing knowledge.
- Potential usefulness of the project and its outcomes:
  - UQ-wide.
  - To the development of national approaches or policies related to technology-enhanced learning in higher education.

Project Approach
- A scholarly approach that is grounded in the literature where appropriate.
- A set of appropriate strategies designed to achieve project outcomes.

Project Value
- Projects will be selected that best represent value for money in the context of the grant objectives and the project deliverables. Refer to section 4.4 in these Guidelines for further detail on budget requirements.

Project Impact and Dissemination
All projects are required to plan for positive and substantial impact (changes and benefits) for students, staff, UQ and the higher education sector, as appropriate to the scale and scope of the project. The application should clearly identify:
- The plan for achieving impact.
- A strong dissemination strategy, as one mechanism to achieve impact, that is multi-faceted and includes a range of dissemination activities and events.

Project Team
The application should clearly identify:
- The roles and responsibilities of proposed project members.
- The quality and relevance of the project leader’s previous work in technology-enhanced learning.
- Demonstrated capability (skills and experience) and capacity (time) of the project team to deliver on the proposed scale and scope of the project as well as its planned impact.
- If the team is to be complemented with a reference group.
4. APPLICATION INFORMATION AND INSTRUCTIONS

4.1 Application Process
The Deputy Vice-Chancellor (Academic) will call for applications via email. Relevant details will also be available on the Technology-Enhanced Learning Grants website.

Applicants are encouraged to consult at the school and faculty level in preparing the application. ITaLI will provide a number of opportunities for project teams to ‘pitch your idea’ to a wide audience to allow for feedback and seek advice about options for technology direction prior to submission of the application. The ‘pitch your idea’ sessions are not compulsory.

Applicants are also strongly encouraged to consult with ITS, Library, ITaLI, and educational designers to inform their application. Refer to section 5.5 in these Guidelines for important information on issues for consideration.

4.2 Project Leaders and Project Teams
Both project leaders and team members will be required to allocate time to the successful implementation of the project.

Project Leaders:
• Must take responsibility for the proposed project, its design, conduct, reporting and results.
• Require a serious time commitment (usually 20 percent of the leader’s time).
• Must ensure all nominated project team members are in agreement with the proposal at the time of submission, or the application will be deemed ineligible.
• Shall be asked to present project findings to the TELSC; school, faculty and/or UQ fora (eg. UQx Seminar Series; Teaching and Learning Week); and periodic TEL Grant awardee discussion groups at which you can share your progress and seek input.

Should a project leader need to withdraw from the project, written notification should be provided to the TELSC Chair with information on how the project will continue and nominate a new project team leader.

Project Team Members:
• Must be in agreement and aware of the proposal or the application will be deemed ineligible.
• Are permitted to be involved in more than one Technology-Enhanced Learning Grant concurrently; however, care should be taken by individuals not to overcommit and ensure project outcomes are met.
• Must be employed on a continuing or fixed term basis for the duration of the awarded project.

4.3 Budget and Financials
A budget outline must be included in each proposal. The budget shall comply with the recommended format and content. Refer to the budget template available on the TEL Grants website.

Project Budget
The budget should clearly identify and justify:
• All expenses associated with the project, broken down as per the budget template, and where there are other funding sources including cash and in-kind, what they are proposed to cover.
• A budget that is appropriate to the project outputs, timeframe, scale and scope, noting that funding is between $50,000 and $200,000. Applications for funding over $100,000 are expected to provide a well-developed strategy for achieving impact.

Budget Sub-Headings
The required budget sub-headings will include:

**Personnel:**
Include the salaries, wages and on-costs of professional staff recruited to the project. The level of each appointment and the hours per week (or percentage of time committed) should be specified. On-costs may be included – check with your Finance Officer. It is not expected that teaching relief from normal duties will be included in the budget however it will be considered in exceptional circumstances if a strong case is made and supported by the Head of School. Learning design and project officer/manager support for the project is capped at level HEW7.

**Project Activities:**
Where the purpose of expenditure is linked to a project deliverable (an output, a product or resource that will be generated through undertaking the project) – these costs could include, for example, software, consumables, learning resources, workshops, reports, learning objects, tools, and dissemination.

**Other Funding Sources:**
Include cash and in-kind contributions from the School or Faculty and other sources.

**Non-Approved Use of the Grant**
The grant cannot be used for:
• Building works.
• Purchase of assets. However, asset purchases may be considered in exceptional circumstances and approved by TELSC and ITS (this restriction would normally include computers and small digital devices which should be provided by the school or faculty as a contribution to the project).
• Travel that is not directly related to achieving the outcomes of the project.

### 4.4 Proposal Format

**Proposal Content**
Each proposal should include the following information:

<table>
<thead>
<tr>
<th>Suggested Headings</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Priority Area</td>
<td></td>
</tr>
<tr>
<td>2. Project Title</td>
<td>20 words maximum</td>
</tr>
<tr>
<td>3. Project Funding Request</td>
<td></td>
</tr>
<tr>
<td>4. Project Team Lead and Home Faculty</td>
<td></td>
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<tr>
<td>5. Project Abstract</td>
<td>100-150 words</td>
</tr>
<tr>
<td>6. Project Keywords</td>
<td>Up to 3 words</td>
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<tr>
<td>---------------------</td>
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<tr>
<td>7. Project Rationale</td>
<td>Assessment criteria 1</td>
</tr>
<tr>
<td>8. Project Approach</td>
<td>Assessment criteria 2</td>
</tr>
<tr>
<td>9. Project Value</td>
<td>Assessment criteria 3</td>
</tr>
<tr>
<td>10. Project Impact and Dissemination</td>
<td>Assessment criteria 4</td>
</tr>
<tr>
<td>11. Project Team</td>
<td>Assessment criteria 5</td>
</tr>
<tr>
<td>12. Project Evaluation</td>
<td>Provide an evaluation strategy that is aligned to the scale, scope and timeframe for the project and identify how project success will be demonstrated. Include in the budget sufficient resources to conduct it for projects over $100,000.</td>
</tr>
<tr>
<td>13. Project Collaboration</td>
<td>For projects involving more than one faculty, define the type of collaboration, the project collaborators and individual contribution to the project.</td>
</tr>
<tr>
<td>14. Project Timeline</td>
<td>The timeline will include project stages, major tasks or activities, and milestones. Projects will commence in October 2015.</td>
</tr>
<tr>
<td>15. Project Budget</td>
<td>Use the budget template.</td>
</tr>
<tr>
<td>16. Project References and Citations</td>
<td>Include references and citations as evidence to substantiate critical assertions in the project argument – not to exceed 1 page in the format of the primary discipline journal of your field.</td>
</tr>
<tr>
<td>17. Project Prototypes, Working Code, and other Actionable Objects</td>
<td>Provide URL links.</td>
</tr>
<tr>
<td>18. Project Pilot</td>
<td>Provide URL links to evaluation reports if a pilot has previously been conducted.</td>
</tr>
<tr>
<td>19. Project Consultation</td>
<td>Provide a summary of consultations including ITS, ITaLI, educational designer/s, Library, and the ‘pitch your ideas session’. Use the following format: name – role – date of consultation.</td>
</tr>
<tr>
<td>20. Project Endorsement</td>
<td>Endorsement from the Head of School and ADA that confirms: • The project is beneficial to the school/faculty. • There is awareness of pledged in-kind contributions. • There is a willingness to participate, if called upon, in any evaluation activity, promotion, and support for ongoing project applicability.</td>
</tr>
</tbody>
</table>

Page Limit
Proposals are limited to eight A4 pages. Applications less than 8 pages are strongly encouraged. Pages that exceed the 8-page limit will not be considered.

Formatting
Prepare your application as follows: • Documents must be A4 page size. • Font size must be 11 point Arial or 11 point Calibri and narrow fonts must not be used. • Margins must be at least 2cm with clear definition between paragraphs and sections.
• No columns should be used (excluding the budget template which will be Excel based and copied and pasted into the proposal body).
• No shading used in the application including tables and timelines.

Submissions that do not meet these requirements will not be accepted.

4.5 Lodgement and Processing

The application period offers a 12-week window for proposal development, consultation, critical feedback sessions, endorsement, and submission.

Late applications will not be accepted unless there are extenuating circumstances. All extensions must be approved prior to the closing date by the TELS Chair.

Applicants should prepare proposals in sufficient time to ensure written endorsement is available before the closing date by relevant Heads of School and ADAs. Projects that involve more than one school and/or faculty will require the written endorsement of all the relevant heads of school and ADAs.

Applicants are strongly advised to review the application prior to submission to ensure that it meets the format requirements as detailed in section 4.4 of these Guidelines.

Submit the proposal via email as a PDF file attachment to TELGrants@uq.edu.au

4.6 Contact Details

<table>
<thead>
<tr>
<th>Query Type</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>General TEL Grant Queries</td>
<td><a href="mailto:TELGrants@uq.edu.au">TELGrants@uq.edu.au</a></td>
</tr>
<tr>
<td>TELSC Chair</td>
<td>PVC Teaching and Learning</td>
</tr>
<tr>
<td>TELSC Secretary</td>
<td>Stella Winn</td>
</tr>
</tbody>
</table>

5. OPERATIONAL INFORMATION

5.1 Intellectual Property

The University supports both open and commercialisation options for work produced by the TEL Grants Program, pursuant to the policies and procedures Guidelines as stated in 4.10.13 Intellectual Property for Staff, Students and Visitors. Where an academic would like to elect Open Source licensing of code, preferred alternatives may be selected among licenses that do not foreclose future commercialisation possibilities.

While the right to assign copyright for material created by UQ academics and employees is owned by the University, permission to use open source and creative commons licenses for the purposes of the work generated by TEL Grants may be granted by the Deputy Vice-Chancellor (Academic), as delegated by the Deputy Vice-Chancellor (Research).

5.2 Contractor Guidelines

A condition of the award is meeting UQ and Queensland Government contractor requirements for all hire of non-UQ staff undertaking work on a TEL Grant.
5.3 Payment of Grant

Projects are funded in arrears on a quarterly basis pending approval by TELSC of 6-monthly interim reports.

5.4 Reporting and Accountability

TEL Grant progress reports are less about compliance and more about TELSC engaging with the project and supporting project progress. Generally, every six months, a progress report is due to TELSC. This is where you update TELSC with information about your progress against project deliverables and let us know if there are any issues. All reporting dates will be included in the letter of award.

TELSC will provide public reporting on the allocation and progress of your Grant on the UQ website. The following information from your application will be publicly available: priority area; project title, awarded funding; project team lead name and home faculty, abstract, and key words.

5.5 Projects involving Interface with Technologies

If your project involves interface with technologies, ITS should be consulted for advice when preparing your application.

Before a bespoke development project is considered, there should be evidence that existing systems or services, including the very large and rapidly evolving international market of eLearning tools, has been reviewed for options that can be adopted or adapted to provide a more effective solution.

Depending on the stage of the proposed technology, ITS should be consulted on the following to inform your proposal:

Sustainability

• Service management
• Performance and scalability
• Security
• Integration
• User interfaces required
• Policy compliance
• Content copyright

Market Considerations

• Vendor viability
• Unsuitability of alternate sources for the technology
• Third party support for related products and services
• Level of support provided by vendor

Design Principles

• Secure systems
• Designs target high availability and reliability where required
• Systems safeguard privacy and intellectual property
• Systems use the authoritative source for data
• Designs should use open standards unless there is clear and considered justification to do otherwise (e.g. LTI for learning tool integration)
• Systems are structured for simple adaptation and extension
• Designs are compatible with UQ IT roadmaps and architectures