UQ TEACHING AND LEARNING STRATEGIC GRANTS SCHEME
GUIDELINES 2010

NATURE OF THE SCHEME

The 2010 Scheme will provide funding to assist with the development of innovative projects that aim to enhance student engagement through the implementation of high impact learning practices.

Examples of high impact learning practices include (Kuh, 2009):
- First-Year Seminars and Experiences
- Common Intellectual Experiences
- Learning Communities
- Writing-Intensive Courses
- Collaborative Assignments and Projects
- Undergraduate Research
- Diversity/Global Learning
- Service Learning, Community-Based Learning
- Internships
- Capstone Courses and Projects

By encouraging staff to develop projects that promote higher levels of student engagement, the scheme aims to improve the student experience as measured by student grades, persistence/retention, student satisfaction, and essential learning outcomes.

ELIGIBILITY

- Project Leaders must be full-time academic staff at UQ based within a School, Faculty, Institute or Central Organisational Unit.
  - Fractional academic staff members may act as team leaders, providing at least one member of the project team is a full-time academic staff member at UQ.
- Grant submissions can be made in association with staff from other organisational units including TEDI, the Graduate School, Library, SASD, ITS, IED and ICTE. All members of the team must be identified on the application form.

FUNDING

The Teaching & Learning Strategic Grants Scheme is funded by the Deputy Vice-Chancellor (Academic) from monies obtained from the Learning and Teaching Performance Fund.

- The maximum funding available for projects is $25,000 from the DVC (Academic) funds
- These funds must be complemented by cash funding from another source eg external grants, School, Faculty or Institute funding, external body such as industry/professional organisation
- The combined other funding must be at least 25% of the total requested funding from the DVC (Academic).

SELECTION CRITERIA

Selected projects:
1. Will focus on developing innovative approaches to teaching and learning that are aligned to the University (and faculty) key operational teaching and learning priorities and objectives
2. Must be able to demonstrate that the outcomes of the project aim to enhance student engagement as defined as students’ involvement in activities and conditions that are linked with high-quality learning.

3. Must describe a set of strategies which is considered, coherent and appropriate to the outcomes the project is designed to achieve.

4. Must provide an explanation of how project outcomes will be sustained beyond the life of the project.

5. Must provide a strategy for the evaluation of the project with information on outcomes for students, whether there has been a noticeable improvement or not in the expected outcomes for students.

6. Must include a clear and well-justified budget that identifies project funding required along with the source and expenditure of other contribution funding included.

7. Must provide a strategy on how the outcomes will be disseminated to others within the discipline or across disciplines (within UQ and/or nationally/internationally).

SELECTED COMMITTEE

Projects will be selected by a Committee chaired by the DVC (Academic).

EVALUATION OF PROJECTS

Each project will require the submission of a final evaluation report to the DVC (Academic) which should include:

- Project Objectives
- Rationale for the approach and/or resource(s)
- Description of the approach and/or resource(s) developed
- Evaluation of the pros and cons of this approach or resource(s)
- Impact on student engagement

Where appropriate, the evaluation should include feedback from students.

RESPONSIBILITIES OF THE PROJECT LEADER

(a) The Project Leader will be responsible for the overall progress of the project, including the achievement of project milestones, interim report and final evaluation report.

(b) The Project Leader will provide a short interim report halfway through the project and final evaluation report to the Chair of the Faculty Teaching and Learning Committee and the DVC (Academic).

(c) The Project Leader will be expected to demonstrate/discuss the progress or outcomes of the project at a T&L Showcase event.

RELEASE OF FUNDS

The funds will be released as follows:

- 75% of the funds will be released when the grant application is approved.
- 25% of the funds will be released when the Office of the DVC (A) receives an interim report.
2010 FUNDING SCHEME PROCESS

STAGE 1: Application and Selection Process

- Applicants will be invited to submit through the Chair of their Faculty Teaching & Learning Committee. The Faculty Teaching & Learning Committee, or Faculty nominated committee, 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. The overall Faculty ranking should be based on rankings provided by the School Teaching and Learning Committee. There is no limit on the number of applications from each Faculty but consideration will be given to obtaining an equitable distribution of funds throughout the University. All applications must be endorsed by the Heads of School(s) and the Executive Dean(s) from the School(s) and Faculty(s) involved.

- Applications must be submitted using the Application Form available on the Teaching Learning Website [http://www.uq.edu.au/teaching-learning/index.html?page=56478](http://www.uq.edu.au/teaching-learning/index.html?page=56478) and must follow the instructions provided which includes the format for the budget. The Application form requires sign off from the Head of School and Executive Dean indicating that if a staff member(s) is successful that internal resources as required will be available (eg administrative support, workload allocation).

Applications for 2010:

<table>
<thead>
<tr>
<th>School and Faculty Selection and Ranking Dates</th>
<th>Application closing date – Faculties send ranked applications to Office of the DVC (A)</th>
<th>Grants announced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Variable - Please discuss with your School and Faculty</td>
<td>Wednesday, 31 March 2010</td>
<td>April 2010</td>
</tr>
</tbody>
</table>

STAGE 2: Development and Reporting Process

- The project team will work to complete the project as outlined below:

<table>
<thead>
<tr>
<th>Project Length</th>
<th>Reporting dates</th>
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</table>
| 1 year projects | Interim report – 30 November 2010  
Final report – 30 May 2011 |
| 2 year projects | Interim report - 30 May 2011  
Final report - 30 May 2012 |

- A interim report will be submitted to DVC (Academic) midway through the project using the progress report template provided and available on the Teaching Learning Website.
- A final evaluation report will be submitted to the DVC (Academic) at the expected completion date using the final report template provided and available on the Teaching Learning Website.

FOR FURTHER INFORMATION, PLEASE CONTACT:
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