UQ New Staff Start-Up Grant – Scholarship of Teaching and Learning (SoTL) Scheme Guidelines

Closing Date: There is no specific closing date for this scheme. Applications will be accepted throughout the calendar year. Applicants must apply within one year of their appointment to a Teaching Focused position at UQ.

DESCRIPTION AND PURPOSE OF SCHEME

The University of Queensland (UQ) has established an exceptional reputation for excellence in university teaching and learning. This reputation is evidenced by unrivalled achievements within national teaching and learning awards, 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, in 2009 it introduced an initiative 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 grants that will be available to UQ academic staff appointed to Teaching Focused (TF) positions.

The University of Queensland New Staff Start-Up Grant – Scholarship of Teaching and Learning (SoTL) scheme is a means by which the University provides resources to new TF staff to assist them to build a profile in SoTL.

The general aims of the scheme are:

1) to encourage new members of TF staff to identify and develop an area of professional learning in the SoTL that is relevant to their current and intended role; and
2) to provide limited seed funding as a means of generating future support from competitive internal and external grant schemes.

TIMEFRAME FOR APPLYING FOR A UQ NEW STAFF START-UP GRANT – SoTL

There is no specific closing date for this scheme. Applications will be accepted throughout the calendar year. Applicants must apply within one year of their appointment to a TF position at UQ.

FUNDING AVAILABLE

The scheme is funded jointly by the Deputy Vice-Chancellor (Academic) and Faculties to a maximum combined total of $12,000 per grant per applicant. The total funding allocated to each applicant is at the recommendation of the relevant Faculty.

BUDGET INFORMATION

Eligibility of Budget Items

Funding can be requested for any category of expenditure (salaries, equipment, computing, maintenance or travel) consistent with the budget outlined in the application. If appropriate, the funds can be used for assistance with teaching relief (e.g. if travel to access information is only possible during semester). Funds for overseas travel may be awarded to carry out fieldwork or research essential to the project, or for participation (presentation of a poster or paper) in a directly related conference. In either instance, the applicant must be able to convince assessors of the relevance of the request. In evaluating requests for overseas travel funds, the overall objective must be the identification of an area of professional learning in SoTL that is relevant to the applicant’s current and intended role. Funds may not be used for entertainment expenses.

Last Updated – Aug-2018
Applicants are reminded that the following are NOT supported by a UQ New Staff Start-Up Grant - SoTL:

- the supplementation of projects being funded by other agencies;
- abstracting services;
- projects which consist primarily or substantially of conference travel;
- short-term participation of eminent scholars on sabbatical leave;
- travel or other expenses while the grant recipient is on a Special Studies Program;
- employer contributions to elective superannuation;
- fees of overseas students;
- basic facilities and equipment (specialised teaching and learning equipment may be funded); or
- funding of an applicant’s higher degree thesis project.

**Basic Facilities and Infrastructure**

Funds are provided on the assumption that the basic facilities required to undertake the proposed work will be available in the relevant Faculty/Institute/School. 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.

A sample budget can be found in Appendix A.

**DURATION OF SUPPORT**

The grant is for a calendar year from commencement and it is expected that funds will be spent by the end of the following year. Grants will be funded in arrears. The project end date can be requested to extend past one year, and approval of the Deputy Vice-Chancellor (Academic) will be required for this to happen.

**ELIGIBILITY**

**General Eligibility Criteria**

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 appointment at UQ;
- 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 three 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/Director must demonstrate that the applicant has the time and capacity to undertake the proposal; and
- If an applicant is currently completing research higher degree study, he/she must demonstrate 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.
Applicants must comply with the following specific UQ New Staff Start-Up Grant – SoTL scheme eligibility criteria:

- Applicants must apply as an individual. Team applications will not be accepted; and
- Staff appointed to Academic Levels A and B may apply. Staff appointed to Academic Levels C or higher can make a special case if they believe they should be eligible for a UQ New Staff Start-Up Grant – SoTL.

Applications will not be accepted from:

- staff who were successful in obtaining a grant under the scheme previously;
- staff appointed on less than a half-time basis;
- holders of adjunct, affiliated or clinical academic titles;
- staff who will be on a Special Studies Program during the grant period; or
- staff who will be on Long Service Leave during the grant period.

**SELECTION CRITERIA**

Applications will be assessed by the University against the scheme selection criteria outlined below:

1) Does the proposal demonstrate an understanding of the nature of SoTL within the university context?
2) Does the proposal identify an area of SoTL that is relevant to their current and intended role and discipline in which they teach?
3) Will the anticipated outcomes contribute to SoTL in their discipline? How?
4) Will the anticipated outcomes be applicable to other disciplines within the teaching and learning spectrum? How?
5) Are the conceptual framework, design, methods and analyses adequately developed, well integrated and appropriate to the aims of the proposal?
6) Is the proposed budget appropriate?
7) Will the proposed project lead to an application for external funding for future work?

Potential for building a profile within the field of research in teaching and learning is the primary criterion for the award of a grant.

**APPLICATION PROCESS**

Applicants are required to complete a New Staff Start-Up Grant – SoTL Application Form. Applicants must provide a cogent outline of their SoTL proposal, demonstrating how the start-up funds will assist them to establish a profile in teaching and learning scholarship.

**Prior to Submission**

Applicants are required to discuss their proposal with the Head of School and/or School Teaching and Learning Committee Chair. In particular, the Head of School and/or School Teaching and Learning Committee Chair must be satisfied that:

- The project is relevant to the applicant’s current and intended role; and
- The project is compatible with the type of proposal that might be submitted to a competitive teaching and learning grant scheme.

The Head of School and/or School Teaching and Learning Committee Chair is required to endorse the application by signing the application form. Sign-off must be received prior to the application being submitted.

**Submission of Application**

One electronic copy of the completed application form in RTF, Word or PDF format must be submitted to the Institute for Teaching and Learning Innovation (ITaLI) via teaching.grants@uq.edu.au

Last Updated – Aug-2018
**ASSESSMENT PROCESS**

The assessment process may take approximately six to eight weeks.

Applications will initially be referred to Faculties where a decision to recommend the funding will be made by the Executive Dean, or delegate, on the basis of advice from the Faculty Teaching and Learning Committee or a sub-committee thereof. All applications will be assessed against the selection criteria listed above.

Faculty recommendations will advise the Deputy Vice-Chancellor (Academic) whether to approve funding or request the staff member undertake revisions of the proposal.

Applicants should note:

1) Funding is not guaranteed and the final decision is at the discretion of the Deputy Vice-Chancellor (Academic);
2) No more than one round of revisions will be requested from applicants:
   I. Revisions must be completed within two weeks from the date of notification
   II. Revised proposals will be reviewed and decisions on funding will be final; and
3) Applicants will be notified of the decision in writing.

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

An overview of the assessment process is included diagrammatically below.

![Diagram of the assessment process]

- **Applicant attends Developing a Teaching and Learning Grant Application workshop**
- **Applicant prepares proposal using the UQ New Staff Start-Up Grants – SoTL Application Form and seeks endorsement from the Head of School and/or School Teaching and Learning Committee Chair**
- **Applicant submits completed Application Form, endorsed by the Head of School and/or School Teaching and Learning Committee Chair, to ITaLI via teaching.awards@uq.edu.au**
- **Application provided to the relevant Faculty for assessment. Faculty recommendation submitted to ITaLI via teaching.awards@uq.edu.au (within two to four weeks of receiving application)**
- **Faculty recommendation to be considered by the Deputy Vice-Chancellor (Academic) or delegate and the final funding decision made (within two to four weeks of receiving application and Faculty recommendation)**
- **All applicants will receive written notification regarding the outcome of the application (approximately six to eight weeks from the date of submission)**

Last Updated – Aug-2018
Applicants will be notified of the outcome of their application approximately six to eight weeks after applying. Successful applicants will be provided with the Conditions of Award and Administrative Arrangements for the grant.

EXPENDITURE OF FUNDS

Applicants should note that UQ New Staff Start-Up Grant – SoTL funds may only be expended in accordance with the project budget.

It is expected that the funds be expended within one calendar year from commencement. The project end date can be requested to extend past one year, and approval of the Deputy Vice-Chancellor (Academic) will be required for this to happen. To request an extension, the recipient must submit a UQ New Staff Start-Up Grant Extension Request Form to ITaLI via teaching.grants@uq.edu.au. The form is available on the following webpage:


No more than one extension will be granted.

Distribution of funds

When a request for funding has been approved the applicant, the School and Faculty will be notified in writing. The School will be responsible for setting up a project account for the funding. If, for example, an award of $12,000 has been made, $6,000 will be committed from Deputy Vice-Chancellor (Academic) funds as well as Faculty committed matching funds ($6,000). Grants will be funded in arrears.

REPORTING REQUIREMENTS

Following expenditure of the funds, the recipient is required to submit a final report on the outcomes of the project. Reports must be provided within six months of the end date of the grant.

The report must be submitted to ITaLI via teaching.grants@uq.edu.au. The report will be provided to the Faculty Associate Dean (Academic) who will endorse the report in the first instance. The report will then be provided to the Deputy Vice-Chancellor (Academic). Reports will be made available on the ITaLI website. Grant recipients may also be requested to report on the project at an ITaLI teaching and learning event.

A report proforma is available on the ITaLI website https://itali.uq.edu.au/content/new-staff-start-grants-scholarship-of-teaching-and-learning

CONTACTS FOR ASSISTANCE

Queries regarding the scheme should be directed to ITaLI’s Teaching Awards and Grants Officer via teaching.grants@uq.edu.au
APPENDIX A - SAMPLE BUDGET

A sample budget is included below to assist applicants in completion of Section C of the application form.

Please note that your total budget must not exceed $12,000.

<table>
<thead>
<tr>
<th>Sample Budget (List all items individually)</th>
<th>$ Amount Requested</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel (include type of appointment and on-costs)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research Assistant (HEW 5, Level 1)</td>
<td>5,489</td>
<td></td>
</tr>
<tr>
<td>(4 weeks @ $1,945.19 per fortnight + on-costs)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>5,489</td>
<td></td>
</tr>
<tr>
<td><strong>Equipment (items costing more than $1,000 each)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specialist video equipment</td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td><strong>Maintenance (Including equipment items costing $1,000 or less each)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Software maintenance</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td><strong>Travel</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visit to collaborating institution – one standard economy return air fare and accommodation</td>
<td>1,500</td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>1,500</td>
<td></td>
</tr>
<tr>
<td><strong>Dissemination activities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Webinar</td>
<td>1,500</td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>1,500</td>
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</tr>
<tr>
<td><strong>Other</strong></td>
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<tr>
<td>Transcription services</td>
<td>1000</td>
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</tr>
<tr>
<td>Electronic devices</td>
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<td></td>
</tr>
<tr>
<td>Total:</td>
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<td></td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td></td>
<td>$11,289</td>
</tr>
</tbody>
</table>

The following websites are included to assist applicants in preparing their application budgets:

- **Qualifications/experience required for various levels of support staff:** [http://www.uq.edu.au/hupp/attachments/personnel/5.40.3App2EvaluationClassificationPosition.pdf](http://www.uq.edu.au/hupp/attachments/personnel/5.40.3App2EvaluationClassificationPosition.pdf)

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