

Teaching Innovation Grants 2024 | Application guidelines



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Introduction

Teaching and learning enhancement at UQ

The UQ Teaching and Learning Grants Scheme—Teaching Innovation Grants and previous Early Career Educational Research Grants—provide funding to staff at the University to investigate, develop, and/or implement creative and innovative initiatives in teaching and learning that enhance and improve the experiences and educational outcomes of students.

The university has committed up to \$1,000,000 for Teaching Innovation Grants for projects commencing in 2024. Within this budget, a minimum of 5% of total funding, up to \$50,000, will be made available to Early Career Academic grants.

This document provides the guidelines for the 2024 Teaching Innovation Grants. All documentation to support the grants scheme can be found [here](#).

Aims

Teaching Innovation Grants are intended to bring about substantial change in learning and teaching for students and staff at UQ and aim to encourage and empower creativity and innovation in teaching and learning at UQ.

Projects should:

- promote systemic change at UQ for the enhancement of learning and the student experience; and
- develop effective mechanisms for the identification, development, dissemination and embedding of good individual and organisational practice, including addressing particular contextual barriers to taking on the identified good practice.

Priority areas

UQ is renowned for excellence in teaching innovation, and developing graduates who are highly capable, motivated and prepared to succeed in their chosen field, and leads as a premier provider of high-quality postgraduate and lifelong learning opportunities.

In 2024, the priority areas are **student experience**, **academic integrity** and **assessment**.

Project proposals must intersect with one or more of the following areas:

- ensure **academic integrity** and improve student learning outcomes
- explore and implement innovations that respond to challenges and opportunities presented by **Generative AI**
- explore or develop assessment tools or processes which can evidence a **graduate attribute/s**
- enhance **respect, inclusivity** and **student experience**.

University-wide initiatives

Acknowledging that UQ already has a number of centrally supported, university wide teaching and learning initiatives, applicants are required to consult with ITaLI in the early stages of project development. If there is a correlation identified between the project's aims and a central teaching and learning initiative during early consultation, ITaLI will refer the abstract to the appropriate working group or party. Applications for projects that are linked to central teaching and learning initiatives, may apply for funding, however these projects must be designed in consultation with central project teams and be supported with a written statement of support from the academic lead outlining the contribution of the project to the initiative.

Overview

Eligibility

Any UQ staff member may be eligible to apply for funding. An academic staff member must lead the project, and at the time of application, and for the duration of the grant, must hold a salaried Teaching Associate, Teaching Focused, Teaching and Research, or Clinical Academic appointment at UQ. If the appointment is less than the grant period, the applicant must present a special case for consideration. A letter of support from the Head of School/Unit is sufficient to meet this requirement.

Project funding and duration

Grant funding may support small or large projects with a minimum request of \$10,000 and a maximum request of \$150,000 per project. Approved projects must commence in 2024 and be completed by December 2025, expending 55% of funds in 2024 and the remaining 45% in 2025.

Small projects are those with a budget under \$100,000 and should be completed within 12 months and likely to be to stand alone. They might seek to explore a new idea or pilot a new pedagogy, practice, idea, or technology within a defined context.

Large projects are those with a budget between \$100,000 to \$150,000 and will usually propose a project that will impact many students and/or be cross-disciplinary, inter-faculty, and/or partners with external organisations to explore and innovate teaching and learning and may require more than 12 months to complete. Large projects must plan for transfer of innovation and impact across more than one of the priority areas. These requests for funding must be detailed and ideally will include in-kind and/or co-contribution from a school or faculty. Please note that only two large projects may be funded in 2024.

Early Career Academics: Applications of up to \$15,000 are encouraged from Early Career Academics. For the purposes of these grants, an Early Career Academic (ECA) is someone who is, at the time of application, within their first eight years of full-time equivalent teaching employment in a TA, TF, T&R, CA or similar appointment at another university. A minimum of 5%, and up to \$50,000, will be made available to ECAs if there are a sufficient number of ECA applications relative to the number of total applications. Applications from ECAs will follow the same process as other applications and will be subject to selection panel consideration alongside all other applications.

Project impact

Teaching Innovation Grants are intended to bring about substantial change in learning and teaching for students and staff at UQ. Applicants must outline the expected impact and transfer of their project's innovation in the application. A strong application will make a compelling case about anticipated project impact at UQ and will provide a planned approach for the translation of project outcomes.

Timelines

Call for applications	Friday 15th March 2024
Applications close	5:00pm Friday 26th April 2024
Announcement of successful projects	late May 2024
Projects commence	June 2024

Preparing an application

Developing an idea

Applicants must discuss their project idea with the relevant Head of School, Associate Dean (Academic) or Executive Dean to ensure the proposal is appropriate to the needs and strategies of the school/ faculty/ centre/ institute and ascertain whether the unit is prepared to support the application and embed outcomes at the completion of the project. Individual units may develop internal expression of interest and shortlisting processes with deadlines prior to final submission of the application.

Applicants are also strongly encouraged to consult with ITS, Library, ITaLI, Learning Designers and other relevant business units, as appropriate, to inform their application and establish correlation with any existing projects.

Establishing a project team

Projects should commence with the establishment of a team who will commit to completion of the project.

Project leaders are responsible for the design and conduct of the project, its reporting and results; must submit progress reports every six months, and at other times upon request; and will be asked to present project findings to the Teaching, Learning and Student Experience Committee, school/faculty and/or UQ fora such as Teaching and Learning Week.

Team members contribute to the project and must agree on and understand the proposal; are permitted to be involved in more than one Teaching Innovation Grant project concurrently; and should be employed on a continuing or fixed term basis for the duration of the awarded project.

Proposals to include meaningful **student partnerships** will be considered favourably. If including students in your project team, your budget request may include funding to pay students either at an appropriate HEW level, or via a grant that is consistent with the requirements of the student-staff partnership scheme. Student volunteers may also be included; however, it is very important that students who volunteer do not perform activities that would usually be paid.

Collaborators are personnel who are not part of the project team (e.g., industry partners, advisory/ reference group members, potential end-users, and/or other external personnel) and must not receive any funding, except in exceptional circumstances. Collaborators should be listed in the application form in question 8 and their role detailed in the written Project Proposal (Project Team).

Small projects and ECA applications may be submitted by an individual and may also include a team. All team members on an ECA application must meet the definition of an ECA as defined for the purposes of this scheme.

How to apply

There are three stages to submitting your application.

1. Consult within your school or faculty including Head of School, Teaching and Learning Chair and Associate Dean (Academic). Faculties are strongly encouraged to shortlist projects.
2. After consultation within your faculty and proposed project team, you are requested to book a [1:1 teaching career development support consultation](#) with ITaLI to discuss your proposal and the application process.
3. Complete and submit the application [form](#) complying with word limits and style guidelines by **5:00pm Friday 26th April 2024.**

Addressing the selection criteria

1. Rationale and outcome

- Identify the proposed deliverables, describe the innovation, define what is in and out of scope and how the project should address one or more of the priority areas outlined on page 3. If the project expands, embeds, or adapts a completed project, the rationale must outline the status of the project at its present stage of completion, the dissemination strategies applied in the past and what outcomes are intended to justify entering an additional phase. Projects designed to support, extend, or investigate the work of a centrally supported initiative must also outline the relationship and contribution to the objectives of that central initiative.

2. Project approach

- Describe the scholarly approach and literature that supports the project approach.
- Outline the proposed project timelines and how the project will achieve the expected outcomes within the grant timeframes.

3. Evaluation strategy

- An evaluation strategy must be provided for all projects (regardless of size) and should report on whether project outcomes were achieved and how the project was received. Data should be included where appropriate.

4. Impact and dissemination

- Detail how the project will have a positive, substantial, and sustained impact both during and beyond the life of the grant for students, staff, and/or the higher education sector, as appropriate to the scale and scope of the project. A strong application will make a compelling case about anticipated project impact at UQ. Small projects may target one group or area within UQ whilst large projects will be expected to impact more than one area (unit, school, faculty, institute, university-wide etc.), partner with an external organisation, and/or impact a large number of students.
- Describe how the project outcomes will be a considered, planned and specific dissemination strategy to transfer the projects' innovations through each phase.

5. Project team

- Describe the roles and responsibilities of the project lead, team members, and partners including the capacity of the project team to deliver the project.

6. Value for money

- Describe how the project represents value for money.

Developing a budget

The budget should identify all project expenses and demonstrate value for money with a split of 55% expenditure in 2024 and 45% in 2025. Requests for variations to this split within the application or following approval are strongly discouraged. The budget should include details of other funding sources, and/or in-kind support if any, including the in-kind salary contributions of the project team. Applications which include school or faculty funding will be viewed favourably.

Funding is not intended to support academic salaries and requests for same must be supported by the Head of School. It is expected that the project team will manage the project and project officer support for the project is capped at level HEW6. The budget should include the salaries, wages, and on-costs of other staff to be recruited to the project. The level of appointment and the hours per week (or percentage of time committed) should be specified and on-costs confirmed with the local area Management Accountant. Learning design support for the project should be capped at level HEW7. Teaching relief from normal duties is not an approved use of the grant budget. A separate budget item should be included for project transfer and evaluation activities. Dissemination activities like publications and conferences are not eligible to be funded.

Facilities and infrastructure

Funds are provided on the assumption the basic facilities and infrastructure required for 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.

Ineligible items

Teaching Innovation Grant funding cannot be used for:

- building works
- teaching buy-out, except in exceptional circumstances
- purchase of assets, however, asset purchases may be considered in exceptional circumstances and approved after consultation with 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 not directly related to achieving project outcomes (e.g., travel for dissemination purposes is not supported)
- supplementation of projects being funded by other agencies
- projects which consist primarily, or substantially, of conference travel
- travel or other expenses while the grant recipient is on an Academic Enrichment Program
- fees for overseas students
- basic facilities and equipment (specialised teaching and learning equipment may be funded – see purchase of assets)
- projects that constitute the topic for an applicant's higher degree thesis.
- project impact and transfer of innovation

The dissemination strategy should identify potential adopters, assess readiness for change and plan how engagement will be built throughout the project to enable transfer of project outcomes. Dissemination should occur at various stages throughout the project, not just at the conclusion of the project.

Organisational considerations

Intellectual property

The University supports both open and commercialisation options for work produced by the Teaching Innovation Grants scheme, pursuant to the [Intellectual Property Policy](#) and [Intellectual Property Procedure](#). 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 Teaching Innovation Grants may be granted by the Deputy Vice-Chancellor (Academic), as delegated by the Deputy Vice-Chancellor (Research Innovation).

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 Teaching Innovation Grant.

Digital technologies

Applications may have a requirement for a specific digital teaching technology or technologies. Applicants must ensure that any proposed technology is selected in accordance with consideration of existing technologies within the University and the wider market. This includes ensuring that the proposal includes details of a market scan (including a scan of currently supported eLearning tools used within the University).

For proposals that have a software or other technology component please refer to the following resources:

- [Projects with IT requirements - Current staff - University of Queensland \(uq.edu.au\)](#)
- [Purchasing or requesting software - Current staff - University of Queensland \(uq.edu.au\)](#)
- [Making a UQ-related app - my.UQ - University of Queensland](#)

If the project involves interface with technologies, [ITS](#) should be consulted for advice when preparing the application and prior to submission. 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 an equally effective solution. Inclusion of evidence of environmental scans for existing technologies or alternatives and reasons why they were not chosen will be required. Depending on the stage of the proposed technology, ITS and [ITaLI eLearning Systems and Support team](#) should be consulted prior to submission on the following to inform the proposal:

Sustainability	Market Considerations	Design Principles
Service management	Vendor viability	Secure systems
Performance and scalability	Unsuitability of alternative sources for the technology	Designs target availability and reliability
Security	Third party support for related products and services	Safeguard privacy and intellectual property
Integration	Level of support provided by vendor	Systems use the authoritative source for data
User interfaces required		Use open standards unless there is justification to do otherwise
Policy compliance		Systems are structured for simple adaptation and extension
Content copyright		Designs are compatible with UQ IT roadmaps and architectures

ITaLI support

ITaLI supports applicants via the following opportunities.

I think I have an idea - Brainstorm a Teaching Innovation project workshop

This workshop will be held on Wednesday 27th March (1:00pm-2:30pm) at St Lucia campus and via Zoom and will provide an opportunity to:

- clarify ideas and connect with potential collaborators
- hear from previous successful grant applicants on how they pitched their idea commenced planning for their application
- pitch their idea to colleagues
- understand how to structure an effective application.

Register [here](#).

Individual project consultations

ITaLI will coordinate 15 minute 1:1 consultations for applicants/applicant teams with key staff within the Institute's team (i.e., Digital Learning, eLearning advisers, Learning Design, Learning Analytics and Academic teams) throughout the application period. [Teaching career development support consultations](#) are provided for the purposes of discussing project ideas and are not suitable for draft reviews.

Developing a successful Teaching Innovation grant application workshop and guided writing session

This session will be held on Wednesday 10th April from 10:30 – 12:00pm via Zoom and in person at St Lucia campus and will provide guidance on the application format and content required and tips for a successful application. Applicants will be provided time to draft their proposals with ITaLI staff and successful grant recipients available to provide advice and clarification.

Register [here](#).

Submitting your application

Faculty endorsement

Prior to submission, applications must be endorsed by relevant Heads of School and Associate Dean (Academic). Heads of Schools must endorse all members of the core project team with a percentage contribution of 10% or higher. This is not required for project collaborators from within the University who may become end users. Associate Dean (Academic) support is required only from the administering faculty. AD(A)s reserve the right to offer their additional feedback on the proposals and applicants must address this feedback in consultation with them. By special consideration, applications requiring updates following AD(A) review may request an extension in exceptional circumstances on a case-by-case basis.

How to submit

All applications must be submitted using the required application form via teaching.grants@uq.edu.au by close of business on 5:00pm Friday 26th April 2024. An email confirming receipt of the application will be sent to the nominated email address for the project.

Late applications

Late applications will not be accepted unless there are extenuating circumstances and must be approved in writing prior to the closing date by the Chair of the Selection Panel.

Assessment of submissions

A Teaching Innovation Grant Selection Panel, which reports to the Teaching, Learning and Student Experience Committee, will assess proposals and may seek advice on individual proposals from relevant UQ units such as ITS, ITaLI, or the Library. The panel submits recommendations to the Teaching, Learning and Student Experience Committee, which will then make recommendations to the Deputy Vice-Chancellor (Academic) for approval.

The panel reserves the right to ask for a proposal to be modified and/or re-submitted for decision.

Where a member of the panel believes they may have a conflict of interest, UQ Conflict of interest policy will be followed.

Notification of outcome

Applicants can expect to be notified of the outcome of their application by the end of May 2024.

Contact details

Institute for Teaching and Learning Innovation

E teaching.grants@uq.edu.au

W uq.edu.au

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