



UQ Teaching Innovation Grants 2024

Conditions of Award

As a recipient of funds under the scheme, you are required to adhere to the following conditions of award:

GENERAL CONDITIONS

Variation Requests

Any variation to the project, that alters or amends the approved project, must be supported by the relevant Head of School, Associate Dean (Academic) or Executive Dean, and approved in writing by the Deputy Vice-Chancellor (Academic) or delegate via Institute for Teaching and Learning Innovation (ITaLI). Approved projects must commence in 2024 and be completed by December 2025, expending 55% of funds in 2024 and the remaining 45% in 2025. Requests for funding variations are strongly discouraged.

Unexpected Extended Periods of Leave

In the event that you will be taking Parental Leave at any time during your Grant term, an extension will automatically be granted on provision of the dates of your period of leave. Your grant term will be extended for the length of time that you are away from your work at the University. Please advise teaching.grants@uq.edu.au as soon as your leave period has been confirmed.

Please notify the Teaching Grants Officer, teaching.grants@uq.edu.au to apply for an extension for all other unexpected, extended periods of leave.

Relinquishment/Termination of Employment

Should the project leader need to withdraw from the project, written notification should be provided to the Pro-Vice-Chancellor (Teaching and Learning). The Project Leader should provide information on how the project will continue and nominate new project team leader combined with a letter of support from the relevant Head of School. If the Pro-Vice-Chancellor (Teaching and Learning) is not satisfied the project can proceed without undue difficulty, the grant may be terminated.

In the case of ECER Grant Recipients, please note, if the project leader needs to withdraw from their project, the project will be terminated.

OPERATIONAL CONDITIONS

Payment of Grant

The host school/faculty will be responsible for setting up a project account for the funding. Projects are funded in arrears on a quarterly basis.

Grant funding is not treated as restricted funding in the university budget process and therefore carry forwards are not available other than by obtaining approval to vary budget phasing. All funding expended in a calendar year must be expensed within the appropriate project account by the end of the calendar year (including the financial adjustment period).

The host school/faculty will not be reimbursed for expenditure incurred in a previous year if funding is not expensed before the financial adjustment period ends.



Expenditure of Funds

Funds may only be expended in accordance with the project budget. Any variation from the budget expenditure outlined in the application is subject to approval by the Pro-Vice-Chancellor (Teaching and Learning). It is expected funds will be spent as per the submitted proposal. Extension of the project beyond this time is strongly discouraged and subject to approval by the Deputy Vice-Chancellor (Academic).

Non-Approved Use of the Grant

The grant cannot be used for:

- Building works.
- Teaching buy-out, except in exceptional circumstances as described above.
- 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 that is not directly related to achieving the outcomes of the project (e.g. travel for dissemination purposes is not supported).
- The 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 a Special Studies Program.
- Fees of overseas students.
- Basic facilities and equipment (specialised teaching and learning equipment may be funded).
- Projects that constitute the topic for an applicant's higher degree thesis.

Basic Facilities and Infrastructure

Funds are provided on the assumption the basic facilities 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 administration support; as well as the required time to carry out the project.

REPORTING AND ACCOUNTABILITY

Interim progress reports are due mid-August and mid-January of each year for the duration of the project term.

Progress reports must be submitted on the progress report template and will provide an update about progress against project deliverables, financials, and highlight issues and challenges.

Following the completion of the project, the recipient is required to submit a final report and financial acquittal on the outcomes of the project. Reports must be provided within three months of the end date of the grant.

Reporting dates will be included in the letter of award.

All Reports—Progress and Final—must be endorsed by the relevant Faculty Associate Deans (Academic) or their delegates prior to submission to teaching.grants@uq.edu.au. Cross Faculty projects must seek the endorsement of their reports from the Associate Dean (Academic) or their delegate of the administering Faculty only.

All reporting requirements must be met to be eligible for variation or extension.

Please note: The Final report should be near completion by the **Project End** date. The three month provision to submit the Final Report is to ensure full financial acquittal. Project funds cannot be expended to complete a final report after the Project End date.

Post project completion, you will be required to submit a case study indicating the progress of your initiative beyond the life of the grant. This case study will be accessible to UQ Staff only and published on the ITaLI website.



DISSEMINATION

At appropriate points during your project and/or after its completion, you will be invited to present project findings to the PVC T&L, school, faculty and/or UQ fora and periodic TIG awardee discussion groups, at which progress is shared and input sought.

ITaLI will provide public reporting on the allocation and progress of your TIG project on their website. The following information from your proposal will be publicly available: project title, funding awarded, project team lead, lead faculty, abstract and key words.

Following the conclusion of your project, you will be invited to submit a case study for publication in an online library

ACKNOWLEDGMENT STATEMENT

The following acknowledgement statement should appear in all material developed in association with your Teaching Innovation Grant project:

Support for this project/activity has been provided by The University of Queensland Teaching Innovation Grant Scheme. The views in this project/activity do not necessarily reflect the views of the University.

Please choose only one of the words “project” or “activity” as is appropriate. This may also be replaced with terms such as “publication”, “website”, “brochure” etc. as appropriate. Where space is limited, please include the statement “supported by” next to the University of Queensland logo.