



UQ Teaching Innovation Grants: Conditions of Award

Updated: 6 June 2025

As a recipient of funds under the Teaching Innovation Grants (TIG) 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 Director, Institute for Teaching and Learning Innovation (ITaLI).

Approved projects awarded to commence in S2 2025 must commence in 2025 and be completed by 15 December 2026, with all funding to be expended as outlined in the letter of offer.

Approved projects awarded to commence in 2026 must commence before **28 Feb 2026** and be completed by 15 December 2026, with all funding to be expended as outlined in the letter of offer.

Please note, projects may request one (1) variation request during the grant term. Requests for variation or extension will only be considered for projects who have met all reporting requirements.

Requests for variations to budget phasing including carry forward of unexpended funds is strongly discouraged.

Unexpected or extended periods of leave

In the event that you will be taking Parental Leave 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 notify teaching.grants@uq.edu.au as soon as your leave period has been confirmed.

Please notify teaching.grants@uq.edu.au to apply for an extension for all other unexpected or extended periods of leave.

Relinquishment/Termination of employment

Should the Project Lead need to withdraw from the project, written notification should be provided to the Director, ITaLI. The Project Lead should provide information on how the project will continue and nominate new Project Lead combined with a letter of support from the relevant Head of School. If the Director, ITaLI is not satisfied the project can proceed without undue difficulty, the grant may be terminated.

In the case of Early Career Academic grant recipients, please note, if the Project Lead 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.

The host school/faculty will not be reimbursed for expenditure if the project does not meet all reporting requirements.

Expenditure of funds

Funds may only be expended as outlined in the letter of offer and in accordance with the application for funding awarded. Any variation from the budget expenditure is subject to approval by the Director, ITaLI.

Non-approved use of the grant

The grant cannot be used for:

- building works
- teaching buy-out
- 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, including conference travel
- the supplementation of projects being funded by other agencies
- travel or other expenses while the grant recipient is on a Special Studies Program
- paying of tuition fees for international students
- standard facilities and equipment (specialised teaching and learning equipment may be funded)
- projects that constitute the topic for an applicant's higher degree thesis.

Standard facilities and infrastructure

Funds are provided on the assumption the standard facilities required for the proposed work will be available in the relevant faculty/institute/school. Standard 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 within 3 months of the project's commencement and on a 6 monthly thereafter 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.

Funding will be paused should the project fail to meet progress reporting milestones.

Following the completion of the project, the recipient is required to submit a final report and financial acquittal on the outcomes of the project. The final report will include a case study indicating the progress of your initiative. This case study will be accessible to UQ Staff only and published on the ITaLI website.

All reports 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 completed by the project end date and submitted within two weeks of the project end date. Project funds cannot be expended after the project end date. **Final reimbursement of funding will be contingent upon meeting this reporting milestone.**

Failure to complete all reporting requirements in a timely manner will also jeopardise further funding possibilities. Continued non-compliance with reporting requirements will be reported to the administering Faculty and the Project Lead's Head of School for further action.

DISSEMINATION AND TRANSFER OF INNOVATION

At times, during and after project completion, you will be invited to present findings to the School, Faculty and UQ fora such as Teaching and Learning Week.

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, your final report and case study will be published in an online library.

Project Leads are encouraged to track uptake of innovation elsewhere. Updates may be made to the case study to further capture uptake and project websites as the work continues to evolve post the grant term.

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 term 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.