# **Teaching Innovation Grants 2024 | Application Form**

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| **Use this form to complete your application.**  **Refer to Teaching Innovation Grants 2024** [**Application guidelines**](https://itali.uq.edu.au/advancing-teaching/awards-grants-fellowships/teaching-innovation-grants) **for instruction.**  *Responses should be in 10 point Arial font (black). Do not use narrow fonts or alter margins. Adhere to word limits. Delete all instructional text (in italics) including this table before you submit your application.*  **Submit your completed application to** [**teaching.grants@uq.edu.au**](mailto:teaching.grants@uq.edu.au) **by 5:00pm Friday 26th April 2024.** |

## Summary details

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| **Organisational unit** | *Organisational unit that will administer the grant* |
| **Project title** | *maximum 20 words* |
| **Abstract** | *maximum 250 words* |
| **Total requested** | $ |
| **Project lead** | |
| Full name |  |
| Employee No. |  |
| Faculty and School |  |
| **Early Career Academic (ECA)** | *yes / no* |
| **Priority areas** *(check all that apply)* | ensure **academic integrity** and improve student learning outcomes  ☐ explore and implement innovations that respond to challenges and opportunities due to **generative AI**  ☐ explore or develop assessment tools or processes which can evidence a **graduate attribute/s**  ☐ enhance **respect, inclusivity** and **student experience** |
| **Planned commencement** | *Insert date* |
| **Planned completion** | *Insert date* |
| **Is ethical/biosafety clearance required?** | Yes *(Provide brief details)*  No |
| **Is funding being sought from any other scheme/s?** | Yes *(Provide brief details of funding body, title of proposal and funding sought)*  No |

1. **Project proposal and selection criteria**
2. **Rationale and outcome**

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| *Identify the proposed deliverables, define what is in and out of scope and how the project should address one or more of the priority areas. If the project expands, embeds, or adapts a completed project/pilot, 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.*  *maximum 500 words (large projects) and 250 words (small projects and ECA applications)* |

1. **Project approach**

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| *Describe the scholarly approach (list any references in section D) which supports the project. Use the table below to outline project activities and timelines and how the project will achieve the expected outcomes.*  *maximum 1000 words for description and 1 page for timelines table (large projects)*  *maximum 500 words for description and ½ page for timelines table (small projects and ECA applications)* | |
| **Project activities** | **Proposed timeline** |
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1. **Evaluation strategy**

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| *Outline an evaluation strategy including how you will determine if project outcomes were achieved and how the project was received. Include details of how you will collect data to report on outcomes where appropriate.*  *maximum 500 words (large projects) and 250 words (small projects and ECA applications)* |

1. **Impact and dissemination**

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| *Outline how the project will have a positive and sustained impact both during and beyond the life of the project for students and staff at UQ, and/or the higher education sector appropriate to the scale and scope of the project. Consider the* [*Impact Management Planning and Evaluation Ladder*](https://www.education.gov.au/learning-and-teaching/resources/impact-management-planning-and-evaluation-ladder-impel)*. 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.) or partner with an external organisation, and/or impact a large number of students. Describe how the project outcomes will be considered, planned and specific dissemination strategy to transfer the projects’ innovations through each phase.*  *maximum 1 page including table (all projects)* | | |
| **Dissemination activities** | **Impact** | **Timeline** |
| *Include activities you undertake at various phases of the project to share knowledge and findings* | *Consider the target groups you are reaching – e.g. students, teaching team, school, discipline, UQ, broader education system, etc.* |  |
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1. **Project team**

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| *Describe the roles and responsibilities of the project team and partners including the capacity of the project team to deliver the project, with a contribution to the project of greater than 10%. Insert rows as needed.*  *maximum 150 words per person (all projects)* | | |
| **Name** | **School** | **Percentage and description of contribution** |
| *e.g. Jane Doe* | *School of Mathematics and Physics* | *10% of FTE (half day per week)* |
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1. **Value for money**

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| *Describe how the project represents value for money.*  *maximum 500 words (large projects) and 250 words (small projects and ECA applications)* |

1. **Collaboration**

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| *For projects involving more than one Faculty/School/Unit, define the type of collaboration and contribution to the project. The response should be framed from the Faculty/School/Unit perspective, rather than individual team members. For projects involving collaborators (i.e. personnel who are not part of the project team, such as advisory / reference group members, industry partners, and/or external personnel), define the contribution to the project. For Early Career Academic projects, identify areas either within your own discipline or across other disciplines that are affected by the issue to be addressed. For projects involving Students as Partners, outline the anticipated contributions of Student Partners to the project.*  *maximum 300 words (all projects)* |

## References and citations

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| *Include references and citations relevant to the project about why it is likely to achieve the outcomes and have impact during and beyond the life of the grant. Reference list of sources cited in your application.*  *maximum 1 page (all projects)* |

## Consultation

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| *Briefly outline consultation with potential collaborators end-users, and confirmation of support by major stakeholders like UQ Library, ITS and ITaLI for instance, should be included for all applications.*  *maximum 1 page (large projects) and ½ page (small projects and ECA applications)* | | | |
| **Name** | **Business unit/faculty** | **Date of consultation** | **Comments** |
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## Budget

*Example budget items are included below.*

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| **Item** | **Description** | **Source** | **Total Budget**  (incl. in-kind) | **Total Requested** | **Allocation by Year** | |
| **2024**  **(55%)** | **2025**  **(45%)** |
| *e.g. Salaries* | *Team members* | *In-kind* | $10,000 | $0 | $0 | $0 |
| *e.g. Salaries* | *Student partners* | *Requested* | $8000 | $8000 | $5000 | $3000 |
| *e.g. Project activities* | *Resource development (web and graphic design)* | *Requested* | $5000 | $5000 | $3000 | $2000 |
|  | *Focus groups* | *Requested* | $4000 | $4000 | $1800 | $2100 |
| *e.g. dissemination* | *Conference registration (HERDSA) for Team lead and team members* | *Requested* | $1000 | $1000 | $0 | $1000 |
|  | *Conference registration* | *In-kind* | $1000 | $0 | $0 | $0 |
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| **Total** | | | $29000 | $18000 | $9900 | $8100 |

## Declaration by project lead

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| I certify that:   * to the best of my knowledge, all details on this form are true and complete * I have complied with the Teaching Innovation Grants Application Guidelines and if I am successful, I accept the conditions of this scheme * I will comply with all UQ policies and procedures in discharging my responsibilities under this grant * I understand that all ethical clearances must be met before the proposed project can commence * I consent to the referral of this application to the Teaching and Learning Grants Selection Committee for consideration. |

## Endorsement by Head of School and Associate Dean Academic

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| I support the proposed project and certify that:   * the project is beneficial to the school and faculty * I have noted the pledged time commitment and other in-kind contributions * I am prepared to participate, if required in any evaluation activity, promotion and support for ongoing project applicability. |