# **Teaching Innovation Grants | Application Form**

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| **Use this form to complete your application.** **Refer to Teaching Innovation Grants Application guidelines for instruction.***Responses should be in 11-point Arial font (black). Do not use narrow fonts or alter margins. Adhere to word limits. Instructional text (highlighted in grey boxes) may be deleted prior to submission.***STEP 1: Submit your completed application for AD(A) approval by 12:00noon, 25 July 2025 to** **teaching.grants@uq.edu.au****STEP 2: Submit your AD(A) endorsed or provisionally endorsed completed application by 12:00noon, Friday 15 August 2025.**  |

## Project proposal addressing the selection criteria

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| **Project title** | *maximum 20 words*  |
| **Abstract**  | *maximum 250 words* |
| **Total requested**  | $ |

### Rationale and outcome

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| ***Large Projects: maximum 500 words*** ***Small and ECA Projects: maximum 250 words**** All projects must relate to a priority area and a demonstrable need for students’ learning. Clearly define this need. Use data and literature to support where it is available.
* Describe the innovation or enhancement to be made.
* Describe how the project will address the chosen priority area.
* Identify the proposed deliverables and define what is in and out of scope.

Please note: If the proposal seeks to expand, embed, or adapt 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. |

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### Project approach

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| ***Large Projects: maximum 1,000 words for description and 1 page for timelines table*** ***Small and ECA Projects: maximum 500 words for description and 0.5 page for timelines table*** Describe the scholarly approach (list any references in section D) supporting the project.  |
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| **TIMELINE**Use the table below to outline project activities and timelines and how the project will achieve the expected outcomes. |
| **Project activities** | **Proposed timeline** |
| *E.g. Recruit Project Staff*  | *Oct-Dec 2025* |
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### Evaluation strategy

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| ***Large Projects: maximum 500 words*** ***Small and ECA Projects: maximum 250 words***Outline an evaluation strategy. Describe how you will determine the project’s impact, if the project outcomes were achieved, and how the project was received. Include a detailed description of how you will collect data to report on outcomes where appropriate. |

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### Transfer of innovation and impact

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| ***All Projects: maximum 1 page including table (all projects)**** 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.
* Describe a considered, planned and specific transfer of innovation strategy that enables the transfer or translation of the projects’ innovations or interventions. This should be a demonstrated consideration across the life of the project, not just at its conclusion. This might include a description of how the project’s outcomes could translate to different teaching contexts.
* 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.
* Identify potential adopters, assess readiness for change and plan how engagement will be built throughout the project to enable transfer of project outcomes and translation of practice across contexts.

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. Transfer should be taken to mean: *the processes undertaken to maintain momentum and impact beyond the funded life of the project and beyond the project team*. Applicants may find [The\_D-Cubed\_guide\_0.pdf](https://ltr.edu.au/resources/The_D-Cubed_guide_0.pdf) and the Impact Management Planning and Evaluation Ladder useful when responding to this criterion.  |

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| **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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### Project team

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| List all proposed members of the project team. Insert rows as needed. |
| **UQ Username** | **Name** | **School** | **Time commitment** | **% contribution to Project** |
| *e.g. uqjdoe14* | *Jane Doe* | *School of Mathematics and Physics* | *XX hrs per week* | *10% Contribution to Project Activities* |
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| ***All Projects: 150 words per person*** 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%.  |

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### Value for money

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| ***Large Projects: maximum 500 words******Small and ECA Projects: maximum 250 words***Describe how the project represents value for money. Refer to the Developing a Budget section of the Application Guidelines when responding to this section. |

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## Collaboration

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| ***All Projects: maximum 300 words***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 their contributions 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. |

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## References and citations

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| ***All Projects: maximum 1 page*** Reference list of sources cited in your application.References and citations should be relevant and provide the basis of the evidence-informed approach upon which you intend to base your project. This evidence base might also indicate the need for further exploration of the issues and interventions proposed in the project.  |

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## Consultation

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| ***Large Projects: maximum 1 page******Small and ECA Projects: maximum 0.5 pages***Briefly outline your consultation with potential collaborators and/or end-users, with your Faculty Teaching and Learning teams, and provide confirmation of support by major stakeholders like ITS, UQ Library or ITaLI for instance.  |
| **Name** | **Business unit/faculty** | **Date of consultation** | **Comments / Feedback provided?** |
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## Budget

*Please complete the Budget Spreadsheet and upload this Excel .xslx File with your application.*

## 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.

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## Approval by Head of School (Project Team)

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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 of <Insert Hours / Week> and other in-kind contributions
* I am prepared to participate, if required in any evaluation activity, promotion and support for ongoing project applicability.

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***Please upload a single .pdf file collating the Head of School approval for each project team member when submitting your application. This is required for all team members making a 10% contribution to the activities of the project. The above declaration should be included, and this may be in email format.***

***Please note that this endorsement is not required for partners, or end-users.***

## Endorsement by Associate Dean (Academic) (Administering Faculty)

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| I [support the proposed project] / [provisionally support the proposed project pending the applicant’s response to the formal feedback offered below] and certify that:* the project is beneficial to the 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.

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### Associate Dean (Academic) Feedback on Application

***This section is to be completed by the AD(A).***

Share supportive commentary, along with any feedback that the applicant can meaningfully respond to (such as areas needing clarification, improvement, or alignment with faculty goals). Please identify any concerns, recommendations or areas for improvement in this proposal that is to be addressed by the applicant. Please also use this section to identify any conditions you require to be met to provide support for the project.

Please ensure that your feedback highlights actionable points focussing on feasibility, strategic alignment, or anticipated outcomes that would benefit from further clarification or refinement by the applicant.

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### Applicant Response to Associate Dean (Academic) Feedback

***This section is to be completed by the applicant***

Use this section to demonstrate that you have thoughtfully considered the feedback and taken appropriate action. Explain how you engaged with Associate Dean (Academic) feedback. Highlight any actions taken (e.g., revisions, additions, re-framing) and provide reasoning where feedback was acknowledged but not adopted.

**(Page limit: up to 1 A4 page as required)**

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