



Teaching Innovation Grants | Application Guidelines

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Introduction

1.1 Teaching and Learning Enhancement at UQ

The Deputy Vice-Chancellor (Academic) has committed \$1 million in funding in 2021 for Teaching and Learning Grants, including the Teaching Innovation Grants and Early Career Educational Research (ECER) Grants.

This document provides the Guidelines for the Teaching Innovation Grants scheme. Guidelines for the ECER Grants scheme can be found [here](#).

1.2 Aims

The aim of the Teaching Innovation Grants scheme is to provide funding to staff at UQ to investigate, develop and/or implement initiatives in teaching and learning that enhance the student experience and/or improve the quality of educational outcomes for students.

The Teaching Innovation Grants scheme aims to achieve the following:

- Promote systemic change at UQ for the enhancement of learning and the benefit of 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.

Teaching Innovation Grants Guidelines

2.1 2021 Strategic Innovation Areas

The Teaching Innovation Grants scheme supports projects that are both aligned to UQ's institutional priorities, as identified in UQ's [Operational Plan for 2021](#) and innovate teaching and learning in Higher Education.

In 2021, the Deputy Vice-Chancellor (Academic) encourages applications, which seek to innovate teaching and learning in one or more of the following:

- Investigate innovative or authentic online assessment, and feedback practices, including promoting academic integrity across assessment.
- Enhance quality digital tools and content to support engaging learning experiences that also increase flexibility for students.
- Increase active learning and engagement in the online and blended environment including, but not limited to, collaborative learning, building a sense of community, or promoting belonging and well-being for an enriched student experience.
- Deepen our understanding of data about learner activities and stimulate development of learning analytic tools that support research on student learning and retention, student community experience and diverse student cohorts
- Expand the adoption and outcomes of existing blended and online tools, innovations or initiatives including across different disciplines or contexts.

2.1.1 University-wide Initiatives

To avoid conflict with centrally supported, university wide initiatives (like eAssessment, Shorter Form Credentials, Blended Learning, etc.) your project abstract will be reviewed by ITaLI during the application process (refer to 3.1) before submitting a complete project proposal.

If there is a correlation identified between your project's aims and a central teaching and learning initiative, ITaLI will refer your abstract to the appropriate working group or party. Projects that do not meet the deadline for the submission of their project abstract will not be eligible to submit.

Applications for projects that are linked to central teaching and learning initiatives, may apply for Teaching Innovation Grant funding to develop a pilot or related project. 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.

2.2 Eligibility Criteria

Any staff member at UQ is eligible to apply; however, an academic staff member must lead the project. At the time of application, and for the duration of the grant, applicants must hold a salaried TF, T&R or CA 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.

2.3 Project Funding and Duration

The proposed timeline should assume the project will begin in Semester 1, 2022 and generally be completed within one year. Projects longer than 12 months must justify an extended project timeline in the proposal. Applicants may submit an application requesting funding of up to \$200,000 through the Teaching Innovation Grant scheme. Grant funding may support:

2.3.1 Small Projects

Proposals for smaller projects are encouraged and can apply for funding from \$10,000 to \$100,000. These projects would normally be designed to be completed in 12 months and likely to be to stand alone and be ready for implementation at the end of the grant term. They might seek to explore a new idea or pilot a new pedagogy, practice, idea, or technology within a defined context.

2.3.2 Large Projects

Applications seeking funding of \$100,000 to \$200,000 will usually propose a project that will impact many students and/or is cross-disciplinary, inter-faculty, and/or partners with external organisations to explore and innovate teaching and learning in the strategic innovation areas outlined in section 2.1 of these guidelines. These projects may require more than 12 months to complete.

2.3.3 Expanding Projects

Current Teaching Innovation Grant projects that seek to adapt a successful initiative across disciplines or contexts or to embed a successful initiative may apply for further funding. To maximise the impact of these projects beyond the project team and assist in the transfer of their innovations, grant Projects may be awarded funding of up to \$60,000 under this allocation. These projects should be designed to be completed within 12 months.

2.4 Project Impact

Project impact is a key expectation for all projects. 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 of their project in the application. A strong application will make a compelling case about anticipated project impact at UQ and will provide a planned approach for transfer of project outcomes at each project phase.

2.5 Timelines for 2021 Application Round

4 June 2021	Call for Teaching Innovation Grant applications.
July 2021 Date to be confirmed	<i>Developing a Successful Teaching and Learning Grant Application and Information Session.</i> Please register your attendance through the University Staff Development Calendar.
August and September (Dates confirmed) <i>Please check the ITaLI Website for session and registration details</i>	Sponsored by ITaLI, virtual sessions will be arranged to ' pitch your idea ' and receive feedback from ITaLI, ITS, eLearning Operational Forum members and potential collaborators. These sessions are not compulsory but are highly recommended.
2 August 2021	Confirm Intention to Apply for a Teaching Innovation Grant by submitting a short project abstract here. Submission of an abstract is compulsory
11 September 2021	It is recommended that applicants forward their complete proposal to Heads of School/ Faculty/ Institutes using the online endorsement form by this date.
17 September 2021	Closing Date Teaching Innovation Grant applications including Head of School/ Institute/ Centre endorsement due to ITaLI.
1 October 2021	On receipt, ITaLI will facilitate Associate Dean (Academic) sign off on all applications. Associate Deans (Academic) reserve the right to offer additional feedback and applicants should address this with them before the proposal will be considered by the Teaching and Learning Grants Selection Panel. Associate Dean (Academic) Endorsement and Full Final applications due to ITaLI.
December 2021	Announcement of successful projects.
March 2022	Projects commence.

2.6 Notification of Results of Applications

Applicants can expect to be notified by email of the outcome within three months of the closing date.

The Deputy Vice-Chancellor (Academic) reserves the right to make the first public announcement of successful applications. The Deputy Vice-Chancellor (Academic) may also decide to consider proposals outside an advertised round of applications.

Application Information and Instructions

3.1 Application Process



3.1.1 Pre-Application Consultation

The Deputy Vice-Chancellor (Academic) will call for applications via email. Relevant details will be available on the Teaching Innovation Grants website.

Applicants should initially discuss their proposed application with the relevant Head of School, Associate Dean (Academic) or Executive Dean to ensure the application is appropriate to the needs and strategies of the host school/faculty and ascertain whether the school/faculty is prepared to support both the application and embedding outcomes at the end of the project.

Applicants are strongly encouraged to consult with ITS, Library, ITaLI, educational designers and other Units, as appropriate, to inform their application. For advice on who to contact to discuss a project idea, please contact teaching.grants@uq.edu.au.

ITaLI will provide opportunities for project teams to 'pitch' to a wide audience, in a virtual offering of the "Pitch Your Idea" sessions, to allow for feedback and to seek advice prior to submission of the application. These sessions are not compulsory but are highly recommended and should be just one of many consultations undertaken in the development of your project.

Refer to section 5.6 in these Guidelines for important information for projects involving interface with technologies. Please ensure these issues are appropriately considered in your proposal. This includes ensuring that the proposal includes details of your market scan (including your scan of currently University supported eLearning tools). To discuss this further, please contact ITS by email (e. TIG.Submissions@its.uq.edu.au), the Digital Uplift team by email (e. dlu@uq.edu.au) and the eLearning team by email (e. xxxxxxxxx@uq.edu.au) as relevant.

3.1.2 Stage 1: Intent to Apply

Applicants will confirm their intention to apply by completing a [short online form](#).

The **Intention to Apply** form is compulsory. Submitting your **Intention to Apply**, will allow for correlations between your project, school and faculty priorities, and central university initiatives to be identified early. This will provide you with an opportunity to develop a project proposal in consultation, before the Selection Panel assesses it. This form asks you to provide a draft of your abstract (no more than 200 words), and your contact information Lead Investigator's contact information and details of the members of the proposed project team. Project abstracts are due to ITaLI by 2 August 2021.

3.1.3 Stage 2: Complete Application Submission

Applications are to be prepared using the [online UQ Teaching Innovation Grants Application Form](#) and Project Proposal Template.

3.1.3.1 Application Components

The online application form comprises the following sections:

Form

- A. Summary Details
- B. Personnel and Related Details
- D. Project Value (including Budget)
- E. Project Certification (Head of Faculty/ School/ Institute as relevant for the Project CI)

File Uploads

- C. Project Proposal
- E. Project Certification (Head of Faculty/ School/ Institute as relevant for project team members)

3.1.3.2 Section C: Project Proposal Page Limit

Your response to Application **Section C: Project Proposal** should not exceed **a combined total of eight (8) A4 pages**. Please use the template as provided.

- Page limits:
 - Responses to sub-sections C1 – C10 (as relevant): limited to six (6) pages
 - Application Attachment C4 - Project Impact and Transfer of Innovation Plan: limited to two (2) A4 pages; 9pt font (one page per table).

Applications less than eight pages are strongly encouraged.

3.1.3.3 Section E: School and Faculty Endorsement

Applicants should prepare proposals in sufficient time to ensure written endorsement is available before the closing date by relevant Heads of School/Centre/Institute Directors and ADAs.

The full and final Project Proposal including the Head of School/ Faculty/ Institute endorsement is to be submitted online by the 3 September 2021. It is recommended that Applicants submit the online recommendation form to their Head of School by the 25 August to allow them time to review and consider whether the proposal is suitable to the needs of their School.

While projects that involve team members from more than one school, faculty and/or institute will require the written endorsement of **all** relevant Heads of Schools/Centres/Institutes, the online recommendation form should be completed by the Head of the administering School, Centre, or Institute only.

On receipt of the complete and endorsed application, ITaLI will liaise with Associate Deans (Academic) (AD(A)) for their review and endorsement of the project proposal. *AD(A)s reserve the right to offer their additional feedback on the proposals and applicants must address this feedback in consultation with them.* Applications requiring updates following AD(A) review must be returned to ITaLI by 17 September 2021.

Endorsement of Involvement of Project Team Members

Please upload a single .pdf file providing the written endorsement for the involvement of all project team members from the Head of School, Centre, or Institute as relevant, as indicated in the online application form.

This is required to be submitted for all Project Team Members with a percentage contribution of 10% or higher.

3.1.3.4 Formatting

Prepare your application as follows:

- Documents must be A4 page size.
- Font size must be 11-point Arial or 11-point Calibri and narrow fonts must not be used.
- Margins must be at least 2cm with clear definition between paragraphs and sections.
- No columns should be used
- Tables are acceptable.

Submissions that do not meet these requirements will not be accepted. Applications which do not comply will not be reviewed by the Selection Panel.

3.2 Project Leaders and Project Teams

Both the project leader and team members will be required to allocate time to the successful implementation of the project.

3.2.1 Project Leaders:

- Must take responsibility for the proposed project, its design, conduct, reporting and results.
- Must submit progress reports to the Pro-Vice-Chancellor (Teaching and Learning) every six months.
- Must ensure all nominated project team members are in agreement with the proposal at the time of submission, or the application will be deemed ineligible.
- Shall be asked to present project findings to the Teaching and Learning Committee, school, faculty and/or UQ fora (e.g. ITaLI Masterclasses; Teaching and Learning Week); and periodic Teaching Innovation Grant awardee discussion groups at which progress is shared and input sought.

3.2.2 Project Team Members:

- Must agree and be aware of the proposal, or the application will be deemed ineligible.
- Are permitted to be involved in more than one Teaching Innovation Grant concurrently; however, care should be taken by individuals not to overcommit to ensure project outcomes are met.
- Should be employed on a continuing or fixed term basis for the duration of the awarded project.

3.2.3 Student Partners:

- Projects that plan to include Student Partners and demonstrate [genuine Students as Partners practice](#) will be considered favourably. That is, your project proposal will demonstrate:
 - Student representation and voice: your project might include student participants in focus groups and feedback sessions, or as representatives in a working group; or
 - Student partner projects: which include Students to co-develop and deliver the project's initiatives.

Note, if you intend to incorporate student-staff partnerships, we encourage you to allocate a proposed budget in your proposal.

3.2.4 Collaborators:

- Are personnel who are not part of the project team (e.g., industry partners, advisory/reference group members, and/or external personnel)

- Should be listed in the application form in section C6, not in sections B1, B2 and C5.
- External personnel can only be collaborators and will not receive any funding, except in exceptional circumstances.

3.3 Budget and Financials

A budget outline must be included in each proposal. The budget shall comply with the recommended format and content. Refer to the budget template in [Section D of the online application form](#).

3.3.1 Project Budget

The budget should clearly identify and justify all expenses associated with the project, broken down as per the budget template above. Where there are other funding sources including cash and in-kind, these should be included, and the items they will cover should be indicated.

The budget should be appropriate to the project outputs, timeframe, scale and scope, noting the maximum funding available is \$200,000 per project.

3.3.2 Budget Sub-Headings

The required budget sub-headings will include:

a. Personnel:

Include the salaries, wages, and on-costs of staff to be recruited to the project. The level of each appointment and the hours per week (or percentage of time committed) should be specified. Please discuss on-costs and budgeting with your local area Management Accountant.

Learning design support for the project is capped at level HEW7.

It is expected that the Project Lead and Team Members will manage their own projects thus, project officer support for the project is capped at level HEW6.

Teaching relief from normal duties is not an approved use of the Grant Budget. However, this request will be considered in exceptional circumstances if a strong case is made and supported by the Head of School. Rationale for why a teaching relief position is required and how it will be filled for the period in question should be endorsed by the Head of School and attached to the application. Grant monies may only be used for teaching relief where this has been specified in the application.

b. Project Activities:

Where the purpose of expenditure is linked to a project deliverable (an output, a product or resource that will be generated through undertaking the project) project costs may include, for example, software, consumables, learning resources, workshops, reports, learning objects, and tools.

c. Project Dissemination and Evaluation

A separate budget item should be included for project dissemination and project evaluation activities.

3.3.3 Other Funding Sources:

Include cash and in-kind contributions from the school or faculty and other sources. This includes the in-kind salary contributions of Project Team members.

3.3.4 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.

3.3.5 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 secretarial services; as well as the required time to carry out the project.

3.4 Lodgement and Processing

The application period offers a three (3) month window for proposal development, consultation, critical feedback sessions (i.e. 'Pitch Your Idea' sessions), endorsement, and submission.

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

Applicants are strongly advised to review the application prior to submission to ensure it meets the format requirements as detailed in section 3.1.2 of these Guidelines.

3.5 Contact Details

All queries should be directed to teaching.grants@uq.edu.au

Assessment of Project Proposals

4.1 Assessment Process

A Teaching Innovation Grant Selection Panel (“the panel”), which reports to the Teaching and Learning Committee, will manage the Teaching Innovation Grants competitive application process. The panel will assess applications for eligibility and compliance against the requirements. The panel reserves the right to ask for a proposal to be modified and/or re-submitted for decision.

The panel will assess all proposals against the assessment criteria stated in section 4.2 in these Guidelines. The panel will seek advice from relevant UQ units which may include ITS, ITaLI, Learning Design Community, Library and eLearning Operational Forum as required. The panel will submit its final recommendations for consideration to the Teaching and Learning Committee, which in turn will make recommendations to the Deputy Vice-Chancellor (Academic) for approval.

Where a member of the panel believes they may have a conflict of interest (COI) in providing an assessment, UQ Policy and Procedure on COI is to be followed. Applications under this scheme are submitted in confidence. Assessors are required to respect this confidence.

4.2 Assessment Criteria

Proposals for Teaching Innovation Grants funding will be assessed against the following criteria:

1. Rationale and Outcomes

- The aims, expected outcomes, and significance of the project must be clear.
- The project should ideally address a 2021 strategic innovation area (refer to Section 2.1).
- In addition to the above, if the project expands, embeds, or adapts a current 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

- The project must take a scholarly approach and be grounded in previous work and the literature where appropriate.
- Appropriate strategies must be outlined which will achieve the expected project outcomes in the suggested timeframe.

3. Evaluation

- An evaluation strategy must be described. No matter how small the project, a strategy that intends to determine if the project outcomes were achieved and how the project was received needs to be included.

4. Impact and Transfer of Innovation Plan

- The project must plan for 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. Projects that 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 will be considered more favourably. These will typically be larger grants as outlined in section 2.3 of these guidelines.

- The application must demonstrate a considered, planned and specific dissemination strategy to transfer the projects' innovations through each phase.

5. Project Team

- The project clearly describes the roles and responsibilities of all team members.
- The capabilities, track record and capacity (time) of the project team members must give confidence that the project outcomes will be delivered.

6. Project Value

- The project must represent good value for money.

Operational Information

5.1 Intellectual Property

The University supports both open and commercialisation options for work produced by the Teaching Innovation Grants scheme, pursuant to the policies and procedures Guidelines as stated in 4.10.13 Intellectual Property for Staff, Students and Visitors. 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).

5.2 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.

5.3 Projects involving Interface with Technologies

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 looked upon favourably.

Depending on the stage of the proposed technology, [ITS](#) should be consulted prior to submission on the following to inform the proposal:

Sustainability

- Service management
- Performance and scalability
- Security
- Integration
- User interfaces required
- Policy compliance
- Content copyright

Market Considerations

- Vendor viability
- Unsuitability of alternative sources for the technology
- Third party support for related products and services
- Level of support provided by vendor

Design Principles

- Secure systems
- Designs target high availability and reliability where required
- Systems safeguard privacy and intellectual property
- Systems use the authoritative source for data
- Designs should use open standards unless there is clear and considered justification to do otherwise (e.g. LTI for learning tool integration)
- Systems are structured for simple adaptation and extension
- Designs are compatible with UQ IT roadmaps and architectures



Contact details

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CRICOS Provider Number 00025B