1 INTRODUCTION

Closing Date: 5:00pm Friday 28 September, 2018

1.1 Teaching and Learning Enhancement at UQ

The Deputy Vice-Chancellor (Academic) has committed $1.25 million in funding in 2018 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.

2 TEACHING INNOVATION GRANTS

2.1 2018 Priority Areas

The Teaching Innovation Grants scheme supports projects that are both aligned to UQ’s institutional priorities, as identified in the UQ Student Strategy 2016 – 2020 and UQ Strategic Plan 2018-2021, and innovate teaching and learning in Higher Education.

In 2018, the Deputy Vice-Chancellor (Academic) is encouraging applications which address one or more of the following priority areas:

- Target innovative teaching in large classes
- Investigate innovative assessment, e-assessment and feedback practices, especially for large classes.
- Increase the flexibility of modes of study.
- Increase active learning for an enriched campus experience for students.
- Deepen our understanding of data about learner activities and stimulate development of learning analytic tools that support research on student learning and retention, or
- Expand the adoption and outcomes of existing tools, innovations or initiatives including to a different discipline or context.

2.1.1 Expanding, Embedding or Adapting Current Projects

Current Teaching Innovation Grant Projects that seek to adapt a successful initiative across disciplines or contexts and would benefit from additional funding to embed a successful initiative, may apply for further Teaching Innovation Grant funding to maximise the impact of their projects beyond the project team and assist in the transfer of their innovations. Grant Projects awarded funding under this allocation should be designed to be completed within one year.
2.2 Eligibility Criteria
Any staff member at UQ is eligible to apply, however, an academic staff member must lead the project.

2.3 Project Duration
The timeline should assume the project will begin in Semester 1, 2019 and be completed within one or two years, depending on the funding awarded.

2.4 Funding
Teaching Innovation Grant projects will be funded up to a maximum of $200,000.
Projects applying for additional funding to expand, embed or adapt a successful initiative across disciplines or contexts will be funded to a maximum of $60,000.
Projects funded up to $100,000 will typically be expected to be completed within one year. Larger projects between $100,000 and $200,000 should be designed to be completed within one to two years.

2.5 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.

2.6 Timelines for 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2018</td>
<td>Call for 2018 Teaching Innovation Grant applications.</td>
</tr>
<tr>
<td>August to September 2018</td>
<td>Sponsored by ITaLI, 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. Developing a Teaching and Learning Grant Application Information Session</td>
</tr>
<tr>
<td>Friday 28 September 2018 5:00PM</td>
<td>Closing date for Teaching Innovation Grant applications.</td>
</tr>
<tr>
<td>Monday 26 November 2018</td>
<td>Announcement of successful projects.</td>
</tr>
<tr>
<td>March 2019</td>
<td>Projects commence.</td>
</tr>
</tbody>
</table>

2.7 Notification of Results of Applications
Applicants can expect to be notified by email of the outcome within ten weeks 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.
3 ASSESSMENT OF PROJECT PROPOSALS

3.1 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 3.2 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.

3.2 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 2018 priority area.
   - 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.

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 time-frame.

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.) will be considered more favourably.
   - 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.

4 APPLICATION INFORMATION AND INSTRUCTIONS

4.1 Application Process
The Deputy Vice-Chancellor (Academic) will call for applications via email. Relevant details will also 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.

ITaLI will provide opportunities for project teams to ‘pitch’ to a wide audience, in the “Pitch Your Idea” sessions, to allow for feedback and to seek advice prior to submission of the application. These sessions are not compulsory.

Applicants are also 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.

Refer to section 5.6 in these Guidelines for important information on issues for consideration for projects involving interface with technologies.

4.2 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.

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.

Project Team Members:
• Must be in agreement and 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.

Student Partners:
• Projects that plan to include Student Partners and demonstrate genuine Students as Partners practice will be considered favourably, for example:
o Student representation and voice: your project might include student participants in focus groups and feedback sessions, or as representatives in a working group; or
o Student partner projects: which include Students to co-develop and deliver the project’s initiatives.

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.

4.3 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 below:

![TIG Budget template.xlsx]

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.

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.

Learning design and project officer/manager support for the project is capped at level HEW7.

It is not expected that teaching relief from normal duties will be included in the budget, however it 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) these costs could 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.
Other Funding Sources:
Include cash and in-kind contributions from the school or faculty and other sources.

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

4.4 Proposal format
Applications are to be prepared using the UQ Teaching Innovation Grants Application Form and budget template.

Page Limit
Proposals are limited to eight (8) A4 pages total (excluding section A: Summary Details, section B: Personnel and Related Details, section E: Project Certification, and C4: Project Impact and Transfer of Innovation Plan). Application Attachment C4: Project Impact and Transfer of Innovation Plan should not exceed two (2) A4 pages (one A4 page per table). Applications less than eight pages are strongly encouraged.

Pages that exceed the page limit will not be considered. That is, any pages over the limit will be removed, without consultation with the applicant, prior to assessment by the Selection Panel.

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 (excluding the budget template which will be Excel based and copied and pasted into the proposal body). Tables are accepted.

**Submissions that do not meet these requirements will not be accepted.**

### 4.5 Lodgement and Processing

The application period offers an 11-week 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 Pro-Vice-Chancellor (Teaching and Learning).

**Endorsements**

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.

Projects that involve team members from more than one school, faculty and/or institute will require the written endorsement of all the relevant parties.

Applicants are strongly advised to review the application prior to submission to ensure it meets the format requirements as detailed in section 4.4 of these Guidelines.

Submit the proposal via email as a PDF file attachment to teaching.grants@uq.edu.au

### 4.6 Contact Details

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

### 5 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