Teaching Academy

Grant Application Guidelines 2024

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Introduction

The Charles Sturt Teaching Academy support, values, and rewards learning and teaching at Charles Sturt. The objectives of the Charles Sturt Teaching Academy include:

- ✓ Positively impacting student learning and success
- ✓ Developing and advancing educators' careers
- ✓ Connecting the learning and teaching community
- ✓ Innovating practice
- ✓ Fostering inquiry and evidence-based practice
- ✓ Advancing First Nations education
- ✓ Building the University's reputation as an exceptional teaching institution

The Teaching Academy Grants support staff to engage in scholarly activity/projects in learning and teaching aligned to the Charles Sturt vision for education. The scheme also provides a pathway for applying for national and international learning and teaching grants.

In 2024, funding up to $10,000.00 is available per scholarly activity/project.

Priority areas for funding

In 2024, applications are invited for scholarly activities in the following priority areas:

- Generative Artificial Intelligence in learning and teaching
- Inclusive and high-quality teaching that embraces technological advancements
- Advancing First Nations education
- Industry engagement in learning and teaching
- Equity in participation, access, and opportunity
- Serving our communities through learning and teaching

Application criteria

Applications must:

1) Be for a scholarly activity/project where the expenditure occurs in 2024.

2) Provide a clear and robust explanation of the significance, approach, and outcomes of the scholarly activity/project.
3) Include a detailed timeline and budget, as well as a dissemination plan.
4) Have written (email) approval from the direct supervisor of the primary applicant.

Funding criteria

In 2024, funding up to $10,000.00 is available per scholarly activity/project.

Funding can be used for the following activities:

- Teaching or marking release or administration support for staff working directly on the scholarly activity/project. If requesting teaching release, please consider the realistic achievability of this. Head of School endorsement must be sought in advance.
- Salaries for research or activity/project assistance, including student assistance, must be costed to reflect the hours required.
- Purchase of resources which are a direct part of the scholarly activity/project.
- Incidental costs of activity/project evaluation, for example small incentives or catering for focus groups.
- Travel costs associated with the scholarly activity/project. For example, conference travel or external sites visits (e.g., industry engaged events).
- Support for participation in conferences or other fora where scholarly activity/project will be presented.
- Subscription to academic journals or membership in professional organisations directly relevant to the scholarly activity/project.
- Costs of workshops or other knowledge sharing activities directly related to sharing findings and practice from the scholarly activity/project.

Funds cannot be used for:

- Personal computers, mobile devices and similar equipment, except where these will be directly used by students for their learning as part of the activity/project and the use will be sustainable.
- Any recurrent costs incurred through embedding the activity/project outcomes. If recurrent costs are expected to arise and the activity/project is seen as of sufficient value to warrant ongoing support, a business case will need to be put forward through the appropriate approval channels.

Important! Funding must be expended in 2024 and cannot be carried over; all purchase orders and invoices related to the activity/project need to be submitted for processing by 1 December 2024 in line with Charles Sturt Finance end of year deadlines.

Personnel criteria

1) Team applications can include professional staff members, but the main applicant must be an academic staff member
2) Applicants may only be included on one application per year.
3) Successful applicants will be required to submit a project report by 31 January 2025.

Assessment criteria

Each application will be assessed based on how well the proposed scholarly activity/project address the following criteria. See details in the Table below.

- Significance
- Quality
- Impact

Criteria	Rating Scale	Aspects considered
Significance	1= very low significance 2 = quite low significance 3 = average significance 4 = high significance 5 = very high significance	• Does the proposed scholarly activity/project address one or more priority areas in learning and teaching? • Does the proposed project address a long-standing, contemporary or unaddressed issue in learning and teaching? • Does the proposed project involve a partnership/collaboration among disciplines or sectors? • Does the proposed scholarly activity/project contribute to advancing knowledge or practice in learning and teaching?

Quality	1 = very low quality 2 = quite low quality 3 = average quality 4 = high quality 5 = very high quality	• Does the application provide a clear and robust rationale for the scholarly activity/project? • Does the application provide a clear and robust explanation of the methods? • Does the application provide a clear and robust explanation of the expected outcomes and deliverables? • Is the project timeline realistic? • Does main applicant and project team have the qualifications and experience necessary to successfully complete the proposed project? • Is the amount of funding requested reasonable and justifiable given the proposed project?
Impact	1 = very low impact 2 = quite low impact 3 = average impact 4 = high impact 5 = very high impact	• Does the application outline clear outcomes and outputs for the scholarly activity/project, including at a minimum 1) a scholarly output such as a conference abstract, a draft of a peer reviewed article for publication, and/or a curriculum artefact or resource, and 2) reporting of the scholarly activity in CRO. • Will the scholarly activity/project outcomes be applicable to learning and teaching outside the local context? • Does the proposed scholarly activity/project make a contribution to advancing the strategic priorities of the university? • Does the proposal include a clear and appropriate plan for communicating and disseminating findings including beyond the local context?

Key dates

Date	Activity	Responsibility
Week commencing 15th Jan 2024	Applications announced and opened	Teaching Academy
Mid Jan – Feb	Information sessions and consultation opportunities	Teaching Academy
Friday 1 March 2024	Applications due	Applicant
4 March – 29 March 2024	Review of applications and outcomes finalised	Teaching Academy Leads, Teaching Academy Grants Review Panel
Week commencing 1 April 2024	Application outcomes ratified	Teaching Academy Advisory Group
Week commencing 8 April	Applicants notified of outcomes	Chair, Teaching Academy Grants Review Committee
Week commencing 22 April	Funding allocation finalised	DLT Administration and DOF
May – Dec 2024	Scholarly activity/project undertaken	Successful applicants
1 Dec 2024	All purchase orders and invoices to be submitted for processing in line with Finance end of year deadlines	Successful applicants
31 Jan 2025	Final activity/project report submitted	Successful applicants
Q1 2025	Key learnings/outcomes of activity/project disseminated to Teaching Academy members	Applicants with support from Teaching Academy

Application form

Access the **Application Form** through the Teaching Academy website here.

Contact

Website: https://www.csu.edu.au/division/learning-teaching/teaching/teaching-academy/grants

Email: teachingacademy@csu.edu.au