



Charles Sturt
University

2019

CSU LEARNING AND TEACHING GRANTS

Overview and Application Instructions

Version 1.0

Updated May 2019

Closing date: 30 August 2019

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1 INTRODUCTION

Charles Sturt University (CSU) established the Learning and Teaching Grants scheme in 2004 to support the scholarship and enhance learning and teaching at CSU. The scholarship of teaching is the systematic and rigorous reflection on university learning and teaching by academic staff. It includes the development and evaluation of new approaches to teaching, critical discourse about learning and teaching, and analyses of professional and institutional cultures and frameworks as they impact on learning and teaching. The scholarship of teaching is relevant to all disciplines and professional fields within the University.

The CSU Learning and Teaching Grants guidelines were reviewed in 2016 to ensure greater alignment with the strategic priorities of CSU.

1.1 Purpose

The purpose of the CSU Learning and Teaching Grants are to foster:

- A Student-Centred Culture resulting in successful students
 - First year overall educational experience
 - First year progression rates
 - Enhanced community engagement and building of regional networks
- High Quality Learning & Teaching resulting in skilled graduates
 - Graduates in employment
 - Graduates demonstrate Graduate Learning Outcomes
 - Graduates who are work ready
- A Transformed Learning Environment
 - Subject design using the online learning experience framework
 - Subject design emphasising creative use of physical learning spaces
 - Development and application of new learning technologies

1.2 Eligibility

- Project leaders must either be continuing or contract academic or professional staff of CSU. If the project leader is a contract, rather than continuing, staff member, a strong motivation and the longer term impact and sustainability of the initiative must be provided.
- Other team members may be continuing, contract or sessional academic or professional staff members.
- Initiatives must have the support in writing of key learning and teaching leaders such as relevant Course Directors, Heads of School, Associate Deans Academic and Sub Deans Learning & Teaching. Heads of School and/or Divisional Directors must provide written confirmation that the project team members' time on the project is feasible within their teaching, research and other workload.
- If team members are sessional or on hours-based professional contracts, approval to undertake the work within this contract should be explicitly provided in letters of support by relevant budget managers and/or employment costs should be included within the project budget.

1.3 Roles and responsibilities

Division of Learning and Teaching, Learning Academy

The Division of Learning and Teaching (DLT) is providing the funds and is responsible for preparing the information and application instructions, receipting and collating all grant applications, selecting assessors and providing secretariat support to the Learning and Teaching Awards and Grants Committee, and for administration of the funding.

1.4 Funding

Three grants of up to \$10,000 per grant.

Requests for proposals will normally be advertised through CSU communication channels such as What's New, Educational Designers, Yammer and Faculty and School intranets.

1.5 Closing date

The closing date for full proposal is **30 August, 2019**. Completed proposals to be sent to dltadmin@csu.edu.au Division of Learning and Teaching, no later than 5pm.

1.6 Notification of results of applications

All applicants will receive written notification of the results of their applications within a month of the closing date.

The committee reserves the right to modify the project plan before final approval.

All applicants will receive written feedback from the Learning and Teaching Grants Committee. Approved projects will be published on the Learning and Teaching Awards and Grants website: <https://www.csu.edu.au/division/student-learning/home/teaching-excellence-awards>

2 CHARLES STURT UNIVERSITY GRANTS: INFORMATION AND GUIDELINES

This section provides information on resubmitting past applications, compliance and other general guidance

2.1 Resubmitting past applications

Applications that have been unsuccessful in previous rounds should not be re-submitted without clear consideration and justification of a new need for the work or a significantly revised proposal, taking into account assessors' feedback on the previous application that justifies re-assessment. Minor edits are not acceptable.

2.2 Compliance

The Learning and Teaching Awards and Grants Committee reserves the right not to receipt an application which does not comply with the Learning and Teaching Awards and Grants guidelines. The Committee also reserves the right to request that a proposal be modified and re-submitted for consideration.

2.3 Obligations associated with receiving a grant

Successful Learning and Teaching Award and Grant recipients agree to mentor staff members who apply in subsequent rounds.

2.4 Assessment process

The Learning and Teaching Awards and Grants Committee will assess project proposals against the criteria (see 3.1). Proposals will be ranked relative to the others on the basis of the Committee members/reports.

Approved projects will be published on the Learning and Teaching Awards and Grants webpage on the Student Learning website after notifications have been made to successful and unsuccessful applicants.

2.5 Funding

- Funding will be allocated on a competitive basis to applications assessed against the criteria.
- Project accounts will be administered by Division of Student Learning and expenditure must accord with the original budget.
- Funds are not to be transferred to the Schools or Faculties. The scheme retains the right to reclaim funds if the project team fails to complete the project or where an overpayment has occurred.
- Funds for approved projects will be available following, where necessary, approval from the Ethics in Human Research Committee.
- Once awarded, funds must be expended by the end of the calendar year following the award. Any funding not expended by the end of the year or the project will be retained by the scheme to fund further projects.

The following will not be funded:

- The cost of computers, equipment, telephony or stationery that could reasonably be expected to be provided by the Faculty or Division such as computers for team members;
- The purchase of major equipment which will continue to be used well beyond the life of the project;
- Time relief of the team applicants or employment costs of partners based at other institutions (except where they are employed as consultants because of specific expertise);
- Conference travel (unless a very clear argument can be made that attendance is essential to the initiative and it would not be reasonable for it to be funded by the Faculty or Division).

Timing and duration

- Applications for the 2019 round of this scheme are due 30 August 2019.
- Projects to a maximum of 1 year duration should conclude by end of the following year (2020) including submission of the Final Report.

2.6 Performance

Should a project leader need to withdraw from the project or a substantial change to the timeline required, written notification should be provided to the Chair, Learning and Teaching Awards and Grants Committee, currently Director Learning Academy, Division of Learning and Teaching.

When a project team is not able to meet the milestones or the date for completion of the project, the project leader must seek an extension in writing at least two weeks before the due date. The “**Learning and Teaching Request for Amendment to Project**” template is to be used.

2.7 Reporting requirements

Grant recipients are given one year to complete their projects.

Progress Report: Three months after the grant is allocated a Progress Report will be completed by the grant recipient using the “Progress Report” template. Or if there are any adjustments or changes to the proposal and a request is made from the Grant recipient, the Director, Learning Academy or nominee will organise a progress meeting with grant recipients. This will be an opportunity to discuss progress, the opportunity to adjust timelines, funding and provide advice on scholarly approaches to learning and teaching. The “Progress Report” template will be completed.

Final Report: A final report is to be submitted at the end of the year following the award of the grant. The “**Learning and Teaching Grant Final Report**” template is to be used.

On completion of the project, a comprehensive final report documenting the ways in which the project outcomes have been met through the project. This report must include a **full financial statement** and should itemise how funds were used during the course of the project. A summary of the project suitable for promulgation on Division of Learning and Teaching website must also be included.

3 LEARNING AND TEACHING GRANTS CRITERIA

3.1 Applications for funding must address the following criteria:

- A. **Project outcome and rationale**
- B. **Approach**
- C. **Value/need for project**
- D. **Project management**
- E. **Project budget**

All criteria need to be addressed under separate headings in the application. All applications need to ensure consideration of and inclusion of relevant Indigenous expertise and perspectives in proposed grant projects.

A. **Project outcomes and rationale**

- Clearly articulated outcomes and a clear argument demonstrating how the project will address one of the program priorities and contribute to the enhancement of learning and teaching at CSU.

B. **Approach**

- A strong theoretical framework that is grounded in the literature.
- A set of strategies which is considered, coherent and appropriate to the outcomes the project is designed to achieve.
- An approach that is in alignment with CSU strategy and plans.

C. **Value/need for project**

- Potential usefulness of the project and its outcomes to:
 - Enhance student learning and teaching,
 - The school/discipline, faculty or University as a whole
 - Capacity of the project to lead to further research, including external funding in the future.
- Ways in which the project utilises and advances existing national and international knowledge relevant to the program priority.
- Effective strategies for dissemination of outcomes within and beyond CSU.

D. **Project management**

- A realistic approach to management of the project, including the preliminary allocation of responsibilities among team members.

E. **Project budget**

- Budget justification appropriate to the project outcomes and importance.

4 PRIORITY AREAS

Our students will have a strong sense of belonging and connectedness to their university. They will receive a high-quality, flexible learning experience that fits around their life and their aspirations. Our students will graduate from CSU with the knowledge, skills, attitudes and professional networks for a meaningful life and a successful career.

We will do this by:

- | | |
|---------------------------------------|---|
| 1. A student-centred culture | Successful graduates |
| 2. High-quality learning and teaching | Skilled graduates |
| 3. Transformed learning environments | Contemporary curriculum and learning environments |

The 2019 suggested themes are derived from CSU strategic plans:

- Creating a student-centred culture
- High quality learning and teaching
- Contemporary course design for online & distance education
- Transformed learning environments
- Assessment, Moderation and Graduate Learning Outcomes
- Student transition, engagement, retention and progression

See the University Strategy 2022 for how the above priorities fit in to the larger CSU strategy:

https://cdn.csu.edu.au/_data/assets/pdf_file/0004/3073576/University-Strategy-2022-on-a-page.pdf

<https://www.csu.edu.au/division/strategic-planning/university-strategy/resources/staff-resources/University-Strategy-2022-booklet.pdf>

<https://www.csu.edu.au/division/strategic-planning/university-strategy/resources/DCVS-DVCA-Student-Strat.pdf>

To support staff wanting to apply for learning and teaching grants, seek advice from your supervisor/Head of School, Associate Dean (Academic)/ Sub Dean, Learning and Teaching/Learning Academy staff regarding topics and research approach.

Cross faculty and/or interdisciplinary collaboration in learning and teaching grant applications is encouraged.

5 APPLICATION INFORMATION

5.1 Format for submission

Applications are limited to 10 A4 pages, including appendices, addressing all criteria listed in Section 3. The Font used should be 11 pt Arial or Calibri.

All parts of the application, including the appendices, must be submitted as one PDF file. Please use appropriate software such as Adobe Acrobat Professional, rather than a scanner.

5.2 Submission and deadlines

Applications must be received by 5:00pm on the closing date.

5.3 Preparing to apply

Applicants **must** notify dltadmin@csu.edu.au of their intention to submit an application by 17 August.

5.4 Proposals

Proposals should demonstrate that they meet the criteria, address a specific priority, full budget costings and applications should contain the following:

- Project outcomes and rationale;
- Approach;
- Ethics approval;
- Value/need for Project;
- Project management; and
- Project budget.

5.5 Project budget and rationale

The grant is provided for the purpose of achieving the deliverables and outcomes of the project for which it is approved. The Learning and Teaching Awards and Grants Committee reserves the right to negotiate budgets with applicants.

Project Activities

- All costs which directly contribute to a specified activity or outcome, including evaluation and dissemination, should be included here.
- Travel associated with the project's conduct and/or dissemination within CSU.

Salaries and on-costs:

- Teaching relief / research or technical assistance must be costed in detail with staffing levels, hours, hourly rate and on-costs included.
- Equipment.
- Consumables.

5.6 Checklist

The following is a useful Checklist for preparing your application.

| CHECKLIST: Application | |
|--|--------------------------|
| <u>Grant Information</u> | |
| Ensure the funding amount does not contain commas or decimal points (e.g. 250000) | <input type="checkbox"/> |
| Title (max 15 words); Aim (max 55 words); Abstract (max 155 words) | <input type="checkbox"/> |
| <u>Grant People</u> | |
| Contact details have been provided for project leader and team members. Include name, school or division; employment status (FT/PT) Estimated days/month allocated to the project, and Head of School endorsement that the investigator/s will be able to devote such time to the project | <input type="checkbox"/> |
| <u>Referees</u> | |
| At least one referee who is willing to attest to the value of the project and the capacity of the applicant(s) to undertake it is required | <input type="checkbox"/> |
| <u>Ethics Approval</u> | |
| Will the project require ethics approval? | <input type="checkbox"/> |
| <u>Project Outcomes / Rationale</u> | |
| Clearly articulated outcomes and a clear argument demonstrating how the project will address one of the priorities and contribute to the enhancement of learning and teaching at CSU. | <input type="checkbox"/> |
| <u>Approach</u> | |
| A strong, theoretical framework that is grounded in the literature A set of strategies which is considered, coherent and appropriate to the outcomes the project is designed to achieve An approach that is in alignment with the CSU strategy and plans | <input type="checkbox"/> |
| <u>Value /Need for the Project</u> | |
| Potential usefulness of the project and its outcomes to: Enhance student learning and teaching The school/discipline, faculty or University as a whole Capacity of project to lead to further research, including external funding in the future Ways in which the project utilises and advances existing national and international knowledge relevant to the program priority. Effective strategies for dissemination of outcomes within and beyond CSU | <input type="checkbox"/> |
| <u>Project Management</u> | |
| A realistic approach, including the preliminary allocation of responsibilities among team members | <input type="checkbox"/> |
| <u>Dissemination Strategies</u> | |
| Specific, achievable strategies are required | <input type="checkbox"/> |
| <u>Project Budget</u> | |
| Full costings are required (see 2.5) | <input type="checkbox"/> |
| <u>Review/Submit</u> | |
| Please submit the proposal and all appendices as one combined PDF file attachment | <input type="checkbox"/> |

| Formatting | |
|---|--------------------------|
| The application is written in 11pt font | <input type="checkbox"/> |
| Page lengths are within the limits specified in the application instructions | <input type="checkbox"/> |
| All shading is removed from tables and timelines. This must be done to ensure the documents print clearly for assessors | <input type="checkbox"/> |
| Timeline | |
| Timeline is for maximum one year project duration. Milestones and completion dates to be included | <input type="checkbox"/> |
| Budget | |
| Detailed budget is provided, added up correctly and rounded | <input type="checkbox"/> |
| Personnel costs include level of appointment and hours per week or percentage of time | <input type="checkbox"/> |
| Salary on-costs are included | <input type="checkbox"/> |
| The figures listed as totals (sub-totals, stage totals, total budget) are correct | <input type="checkbox"/> |
| Assets (e.g. computers, iPads etc) are NOT included in the budget | <input type="checkbox"/> |

6 CONTACT DETAILS

Associate Professor Kogi Naidoo, Director, Learning

Academy knaidoo@csu.edu.au or 02 6933 4804

Dr Matthew Larnach

Administrative Officer: Awards and Grants

Division of Learning and Teaching mlarnach@csu.edu.au or 02 6338 4804

7 APPENDICES

7.1 Expression of Interest Form

| | |
|---|--|
|  Charles Sturt University | Learning & Teaching Grants Expression of Interest (EOI) To be completed by the Chief Investigator/Team Leader for submission to the Learning & Teaching Awards and Grants Committee. |
|---|--|

Staff planning to apply for funding will initially be required to submit an Expression of Interest (EOI) by 5pm Friday 19 July 2019. Please email the completed form to dltadmin@csu.edu.au. Maximum length of two pages only. EOIs will be assessed by the Learning & Teaching Awards and Grants Committee. EOIs called forward will be developed into full applications which must be submitted by 5pm Friday 30 August 2019. A budget is not required at the EOI stage.

| | |
|--|-----------------|
| 1. Name of Project: | |
| | |
| 2. Outline why this project is (i) important and timely, and (ii) addresses themes derived from CSU strategic plans: | |
| <ul style="list-style-type: none">• Creating a student-centred culture• High quality learning and teaching• Contemporary course design for online & distance education• Transformed learning environments• Assessment, Moderation and Graduate Learning Outcomes• Student transition, engagement, retention and progression | |
| (300 words max) | |
| | |
| 3. Project Team Leaders and Project Team Member Names and Positions | |
| Name | Position |
| | |
| | |
| | |
| | |
| | |
| | |
| 4. List of (i) outcomes and (ii) deliverables / outputs of the project (300 words max) | |

| |
|---|
| |
| 5. List of major stages, tasks and/or activities (incl. ethics clearances, if applicable) of the project (300 words max) |
| |
| 6. List up to five academic references (eg. Books, journals articles) that form the basis of your scholarly engagement with your project idea. |
| |
| 7. Upon receiving your completed EOI the Division of Learning and Teaching will seek an email endorsement from your Head of School (or equivalent) for your application to contest the EOI round. Please provide them with information on your EOI beforehand so they are aware of your plans and the project. Who is your Head of School (or equivalent)? |
| |

7.2 Progress Report

| | |
|---|--|
|  Charles Sturt University | Learning & Teaching Grants Progress Report - Template To be completed by the Chief Investigator/Team Leader for submission to the Learning & Teaching Awards and Grants Committee. |
|---|--|

PROJECT SUMMARY DATA

| | |
|---------------------------------|----|
| Project Details: | |
| Project Title: | |
| Amount funded: | \$ |
| Chief Investigator/Team Leader: | |
| Investigator 2 | |
| Investigator 3 | |
| Investigator 4 | |
| Investigator 5 | |
| Investigator 6 | |

1. Review of progress schedule / project brief to date

- a. Major achievements including any dissemination activities undertaken
- b. Aims including project rationale
- c. Project methods
- d. Findings (maybe preliminary) including implications for CSU
- e. Project Summary & recommendations
- f. Dissemination of Project Outcomes (list, if any)
- g. Additional feedback (Other issues or challenges, including lessons learned)

2. Financial statement to date

All costs should be ex GST and in whole dollars. This information can be obtained by contacting the DLT Administrative Officer (dltadmin@csu.edu.au)

7.3 Final Report

| | |
|---|---|
|  Charles Sturt University | Learning & Teaching Grants Final Report - Template To be completed by the Chief Investigator/Team Leader for submission to the CSU Learning & Teaching Awards and Grants Committee's Administrative Officer (DLT) |
|---|---|

PROJECT SUMMARY DATA

| | |
|---------------------------------|----|
| Project Details: | |
| Project Title: | |
| Amount funded: | \$ |
| Chief Investigator/Team Leader: | |
| Investigator 2 | |
| Investigator 3 | |
| Investigator 4 | |
| Investigator 5 | |
| Investigator 6 | |

1. Abstract of completed project

Please provide an abstract of the completed project, including project objectives and findings (Maximum 200 words).

Note that this abstract is for publication on the CSU website and in reports pertaining to completed projects

2. Aims including project rationale

3. Project methods

4. Findings including implications for the discipline and CSU

5. Project Summary & recommendations

6. Dissemination of Project Outcomes (Include a list)

7. Additional feedback (Other issues or challenges, including lessons learned)

As this report is for the internal purposes of Learning & Teaching Awards and Grants Committee only, project holders may have comments, additional to those in the Final Report Sections 1-6, concerning the following:

- 7.1 Factors critical to the success of the approach
- 7.2 Factors that impeded its success

- 7.3 General lessons learned, including a reflection on the challenges and unexpected successes
- 7.4 Other comments

8. Financial statement of acquittal of funds

All costs should be ex GST and in whole dollars. This information can be obtained by contacting the DLT Administrative Officer (dltadmin@csu.edu.au)

9. Attachments / Appendices

9.1 This section may include the following:

- 9.1.1 Literature Review and Context of the Research
- 9.1.2 Dissemination outputs, e.g. Research articles, conference papers, artefacts, etc.