UQ TEACHING AND LEARNING
SMALL & LARGE STRATEGIC GRANTS SCHEME
GUIDELINES

NATURE OF THE SCHEME

The Scheme will provide funding to assist with projects that meet key operational priorities identified in the UQ Strategic Plan 2007-2011 and also promote excellence through improving the outcomes for students as illustrated by one or more of the indicators of the LTPF assessment process. The key operating priorities relating specifically to teaching and learning at UQ are:

- *enhance all aspects of students’ learning experience with close attention to the use of new technologies and enhancing of levels of student/staff contact*;
- *support research-rich teaching and learning culture and practice.*

The aim of the Scheme is to encourage staff to develop projects which **promote excellence and innovation** in teaching and learning practice and lead to an improvement in UQs performance in the Commonwealth Government’s Learning and Teaching Performance Fund (LTPF) from which these grant funds were obtained. The LTPF allocation method broadly examines three indicators which this UQ granting scheme aims to promote. They are:

- Improvement in student satisfaction
- Improvement in the outcomes for students
- Improvement in the success of our students.

ELIGIBILITY

Project Leaders must be full-time academic staff at UQ based within a School, Faculty or Institute. Grant submissions can be made in association with staff from other organisational units including TED1, the Graduate School, Library, SASD, ITS, IED and ICTE. All members of the team must be identified on the application form.

FUNDING

The Teaching & Learning Small and Large Strategic Grants Scheme is funded by the Deputy Vice-Chancellor (Academic) from monies obtained from the Learning and Teaching Performance Fund. A total of $2.5 million is available to fund projects with $1.5 million available from mid 2007 and $1 million available from early 2008.

SMALL GRANT SCHEME

The small grant scheme will provide a maximum of $30,000 for projects that will be completed within 12 months. The grants may be used:

(i) to carry out stand-alone projects, for example curriculum or assessment redesign, e-learning developments or first year student teaching and learning activities; or

(ii) as seeding grants to produce preliminary evidence or to conduct pilot studies that may then develop into a larger scale project funded through another scheme such as those offered by the Carrick Institute.
LARGE GRANT SCHEME

The large grant scheme is for projects over $30,000 with the component of the grant over $30,000 requiring $ for $ leverage funding from another source e.g. external grants, School, Faculty or Institute funding, external body such as industry/professional organisation. The maximum funds allocated for each large grant will be negotiated based on the number and quality of applications received under this scheme. The expectation is that these projects will be completed within 2 years. Preference will be given to those projects which aim to achieve significant improvements in student satisfaction, educational outcomes and student success and which have cross disciplinary application or an impact beyond the organisational unit either within and or outside UQ.

SELECTION CRITERIA

SMALL GRANT SCHEME

Selected projects:
1. Will focus on developing innovative approaches to teaching and learning that are aligned to the University (and faculty) key operational teaching and learning priorities and objectives.
2. Must be able to demonstrate that the outcomes of the project aim to enhance one or more of the following student experience criteria:

   **Improving student satisfaction** – as defined by the facets of the student experience examined in the Course Experience Questionnaire which include:
   - Good teaching, for example, improving:
     - feedback on assessment and understanding difficulties students regularly encounter with the discipline content
     - student & teacher interaction
     - students’ interest and engagement in the course/program.
   - Generic skills, for example, improving:
     - Team participation skills
     - Problem-solving skills
     - Analytic skills
     - Written communication skills

   **Improving student outcomes** – defined by the Graduate Destination Survey as obtaining full-time employment or going on to further study full-time or part-time.

   **Improving student success** – by reducing the attrition, improving retention and completion rates of all students. This is measured by improving the proportion of students in an identified cohort who enrol, successfully complete courses and then graduate.

3. Must provide an explanation of how project outcomes will be sustained beyond the life of the project.

4. Must provide a strategy for the evaluation of the project with information on outcomes for students, whether there has been a noticeable improvement or not in the expected outcomes for students and how the project outcomes will be disseminated to others within the discipline.

5. Must include a clear and well-justified budget that identifies project funding required along with any in-kind support to be provided by the School/Faculty/Unit.

LARGE GRANT SCHEME

AS OUTLINED IN POINTS 1 TO 5 ABOVE FOR THE SMALL GRANT SCHEME PLUS IN ADDITION
6. In addition to the budget information outlined for the Small grants, details on how much additional funding above $30,000 is required and details on the source of the $ for $ leverage funding must be provided.

7. Must provide a strategy on how the outcomes will be disseminated to others within the discipline or across disciplines (within UQ and nationally/internationally).

SELECTION COMMITTEE

Projects will be selected by a Committee consisting of the:

- Deputy Vice-Chancellor (Academic)
- Pro Vice-Chancellor (Teaching & Learning)
- Director, Teaching & Educational Development Institute
- President of the Academic Board or Deputy President of the Academic Board

EVALUATION OF PROJECTS

Each project will require the submission of a final evaluation report to the University Teaching and Learning Committee which should include:

- Project Objectives
- Rationale for the approach and/or resource(s)
- Description of the approach and/or resource(s) developed
- Evaluation of the pros and cons of this approach or resource(s)
- Impact on student learning

Where appropriate, the evaluation should include feedback from students.

RESPONSIBILITIES OF THE PROJECT LEADER

(a) The Project Leader will be responsible for the overall progress of the project, including the achievement of project milestones, interim report and final evaluation report.
(b) The Project Leader will provide a short interim report to the Chair of the Faculty Teaching and Learning Committee halfway through the project and final evaluation report to the University Teaching and Learning Committee.
(c) The Project Leader will be expected to demonstrate/discuss the progress or outcomes of the project at a T&L Showcase event.

RELEASE OF FUNDS

SMALL & LARGE GRANT SCHEME

The funds will be released as follows:

- 75% of the funds will be released when the grant application is approved.
- 25% of the funds will be released when the Office of the DVC (A) receives confirmation that an interim report has been received by the Chair of the Faculty Teaching and Learning Committee.
2007/08 FUNDING SCHEME PROCESS

STAGE 1: Application and Selection Process

- An information seminar will be held on **Thursday 14 June 2007** for the first round and **Wednesday 31 October 2007** for the second round. Prospective project leaders who intend to submit a proposal should attend this seminar.

- Applicants will be invited to submit through the Chair of their Faculty Teaching & Learning Committee. The Faculty Teaching & Learning Committee is responsible for providing the central selection committee with a ranking of the applications (small and large grant applications ranked separately) in order of importance of the project and quality of the application. The overall Faculty ranking should be based on rankings provided by the School Teaching and Learning Committee. There is no limit on the number of applications from each Faculty but consideration will be given to obtaining an equitable distribution of funds throughout the University. **All applications must be endorsed by the Heads of School(s) and the Executive Dean(s) from the School(s) and Faculty(s) involved.**

- Applications must be submitted using the Application Form available on the Teaching Learning Website [http://www.uq.edu.au/teaching-learning/index.html?page=56478](http://www.uq.edu.au/teaching-learning/index.html?page=56478) and must follow the instructions provided which includes the format for the budget. **The Application form requires sign off from the Head of School and Executive Dean indicating that if a staff member(s) is successful that internal resources as required will be available (eg administrative support, workload allocation).**

Applications for 2007 & 2008:

<table>
<thead>
<tr>
<th>Application Round</th>
<th>Applications open</th>
<th>Faculty Selection</th>
<th>Application closing date – Faculties send ranked applications to Office of the DVC (A)</th>
<th>Grants announced</th>
</tr>
</thead>
</table>

**STAGE 2: Development and Reporting Process**

- The project team will work to complete the project as outlined below:

<table>
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<tr>
<th>Application Round</th>
<th>Expected completion date</th>
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| First round       | Small Grants - 31 December 2008  
Large Grants - 31 December 2009 |
| Second round      | Small Grants - 30 June 2009  
Large Grants - 30 June 2010 |

- A interim report will be submitted to the Chair of the Faculty T&L Committee midway through the project using the progress report template provided and available on the Teaching Learning Website.

- A final evaluation report will be submitted to the Teaching and Learning Committee at the expected completion date using the final report template provided and available on the Teaching Learning Website and then referred on to the Office of DVC (Academic).

**FOR FURTHER INFORMATION, PLEASE CONTACT:**
Ms Majella Card, Project Officer in the Office of the Deputy Vice-Chancellor (Academic).