UQ TEACHING AND LEARNING STRATEGIC GRANTS SCHEME
GUIDELINES 2011

NATURE OF THE SCHEME

The 2011 Scheme will provide funding to address two priorities:

1. to assist with the development of innovative projects that aim to enhance student engagement through the implementation of high impact learning practices
2. to fund initiatives to improve access to undergraduate programs, as well as retention and completion rates, of students from equity groups.

Examples of high impact learning practices include (Kuh, 2009):
- First-Year Seminars and Experiences
- Common Intellectual Experiences
- Learning Communities
- Writing-Intensive Courses
- Collaborative Assignments and Projects
- Undergraduate Research
- Diversity/Global Learning
- Service Learning, Community-Based Learning
- Internships
- Capstone Courses and Projects

Examples of equity initiatives include (Higher Education Participation and Partnership Program guidelines, 2010):
- transition programs to support cultural and geographical issues of inclusion;
- academic preparation, teaching delivery and learning methods to better meet low SES background needs;
- mentoring, peer support, tutoring and continued academic support;
- education programs for parents of low SES students, particularly those with children who are first in their families to access higher education;
- monitoring of student progress;
- undertaking research and monitoring the impact and effectiveness of activities.

By encouraging staff to develop projects that promote higher levels of student engagement, the scheme aims to improve the student experience as measured by student grades, persistence/retention, student satisfaction, and essential learning outcomes. The equity priority will encourage innovative approaches to assist the University in meeting improved low SES and Indigenous participation, retention and success rates.

ELIGIBILITY

- Project Leaders must be full-time academic staff at UQ based within a School, Faculty, Institute or Central Organisational Unit.
  o Fractional academic staff members may act as team leaders, providing at least one member of the project team is a full-time academic staff member at UQ.
- Grant submissions can be made in association with staff from other organisational units including TEDI, 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 Strategic Grants Scheme is funded by the Deputy Vice-Chancellor (Academic) from monies obtained from the Commonwealth Facilitation and Higher Education Participation and Partnerships funds.

- The maximum funding available for projects is $20,000 from the DVC (Academic) funds
- These funds must be complemented by cash funding from another source eg external grants, School, Faculty or Institute funding, external body such as industry/professional organisation
- The combined other funding must be at least 25% of the total requested funding from the DVC (Academic).

SELECTION CRITERIA

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 student engagement as defined as students’ involvement in activities and conditions that are linked with high-quality learning and/or improve access, retention and/or completion rates of students from equity groups.

3. Must describe a set of strategies which is considered, coherent and appropriate to the outcomes the project is designed to achieve.

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

5. 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.

6. Must include a clear and well-justified budget that identifies project funding required along with the source and expenditure of other contribution funding included.

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

SELECTION COMMITTEE

Projects will be selected by a Committee chaired by the DVC (Academic).

EVALUATION OF PROJECTS

Each project will require the submission of a final evaluation report to the DVC (Academic) 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 engagement

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 halfway through the project and final evaluation report to the Chair of the Faculty Teaching and Learning Committee and the DVC (Academic).
(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

- 100% of funds will be released on approval of projects.
2011 FUNDING SCHEME PROCESS

STAGE 1: Application and Selection Process

- Applicants will be invited to submit through the Chair of their Faculty Teaching & Learning Committee. A Faculty nominated committee is responsible for providing the central selection committee with a ranking of the applications in order of importance of the project and quality of the application. 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=98463](http://www.uq.edu.au/teaching-learning/index.html?page=98463) 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 2011:

<table>
<thead>
<tr>
<th>Faculty Selection and Ranking Dates</th>
<th>Application closing date – Faculties send ranked applications to Office of the DVC (A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Variable - Please discuss with your School and Faculty</td>
<td>Monday, 20 June 2011</td>
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</tbody>
</table>

STAGE 2: Development and Reporting Process

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

<table>
<thead>
<tr>
<th>Project Length</th>
<th>Reporting dates</th>
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| 1 year projects | Interim report – 29 February 2012  
|                 | Final report – 31 August 2012 |
| 2 year projects | Interim report - 31 August 2012  
|                 | Final report - 31 August 2013 |

- A interim report will be submitted to DVC (Academic) 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 DVC (Academic) at the expected completion date using the final report template provided and available on the Teaching Learning Website.

**FOR APPLICATION DEVELOPMENT SUPPORT, PLEASE CONTACT:**
Ms Anne Bennison, TEDI a.bennison@uq.edu.au

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