SCU Teaching and Learning Grants

Program Information 2017

Purpose
The purpose of the SCU Teaching and Learning Grants is to promote excellence in teaching practice and encourage the scholarship of teaching and learning (SoTL) at Southern Cross University.

The grants are intended to support activities that go beyond expected workload and resourcing available in Schools and/or Organisational Units, and to enhance teaching and learning practice beyond the immediate site of the activity.

Funding
Funding of $15,000 is available. A maximum of $7,500 applies to each project.

Program priorities
All proposals must address a teaching and learning topic related to curriculum. For the purposes of the grants, curriculum is interpreted in its broadest sense and includes: learning outcomes; learning design; unit content; assessment and assessment feedback; and courseware.

Proposals may address, but are not limited to, the following:
• Embedding employability, graduate attributes or other generic skills into curricula across multiple units.
• Benchmarking curriculum or assessment with another institution or across several institutions.
• Implementing processes for peer review of assessment using the peer review portal (peerreviewportal.com).
• Using new technologies to enhance design of resources or courseware.

Project teams
• Team leaders must be continuing or contracted academic or professional staff with an appointment extending beyond the final report date.
• Teams including at least one early career staff member will be viewed favourably.
• Students and team members from outside SCU may be included.
• A maximum of five team members is permitted. This does not preclude additional student and staff (including external staff) involvement in the project in a non-team member capacity.
• Teams representing a multi-area or multi-disciplinary collaboration are preferred in order to improve dissemination of project outcomes.
Eligibility

1. Activities that would be considered standard responsibilities and activities in the areas of teaching and learning, or research into teaching, will not be funded.

2. Project outcomes should be applicable to areas of the University beyond the immediate context of the project team, and ideally more broadly within the sector.

3. The application must be endorsed by the Heads of School/Organisational Unit of all team members. This endorsement acknowledges and commits any internal resources required for the project, such as workload, in kind support, and any project activities that will take place in the School/Organisational Unit.

4. A project that requires resources from elsewhere in the University must have the written agreement of the Head of Organisational Unit to undertake the work for the budget amount specified.

5. Project activities should be scheduled to start after 31 October 2017 and must be completed, including submission of the final report, by 31 August 2018.

6. Acceptable uses of funds include, but are not limited to: purchase of equipment (which would remain the property of SCU); consultant time and travel costs; travel costs for an external partner or travel to the partner institution; time release for team members or employment of an assistant for project activities; or catering at consultation or dissemination events. Funds may not be used for time release for external project partners.

Selection criteria

Applications need to address the following criteria as per the application form.

1. **Deliverables and outcomes**
   Project deliverables and outcomes must be clearly articulated and supported by an argument demonstrating how the project will enhance teaching and learning at SCU beyond the site of project activities.

2. **Value/Need for Project**
   Applicants must demonstrate why we need to complete the project. This section should demonstrate need within the areas/disciplines involved, as well as the potential usefulness of the project and its outcomes to a variety of areas within SCU. Projects that address broader sector need will be viewed favourably.

3. **Approach**
   The approach must be considered, coherent and appropriate to the deliverables and outcomes of the project. It must address embedding the outcomes into practice in the team members’ Schools or Organisational Units, and how the team will disseminate outcomes to other areas of the university. See ‘Reporting and Dissemination’ for further details. Projects should take a scholarly approach, with at least one scholarly publication planned.

4. **Project Management**
   A description of the approach to project management, including a timeline and preliminary allocation of responsibilities among the team members, is required. Where ethics approval is required for data collection, this should be noted in the timeline.

5. **Budget**
   The budget and justification must be appropriate to the project outcomes, and include estimates of in kind workload and details of any funds obtained from another source. Any supplementary funds from other sources will be viewed favourably.
Procedures

The SCU Teaching and Learning Grants Panel will consider submissions and allocate the grants. Membership of the Committee consists of the DVC (Academic), Director, Centre for Teaching and Learning, and two staff representatives. Applications will be assessed by the Panel against the stated selection criteria.

Applications must be submitted using the supplied Application Form in electronic format to excellence@scu.edu.au.

The submission deadline is Friday 22 September 2017.

Applications must be signed by all members of the project team, and endorsed by the Heads of School/Organisational Unit of all project team members as well as any Organisational Units contributing to the project.

Successful applicants and their Heads of School/Organisational Unit will be informed of the outcome by Friday 6 October 2017, and a formal announcement will be made at the Scholarship of Teaching Symposium on 11 October 2017.

Reporting and Dissemination

The SCU Teaching and Learning Grants Panel will require a short final report by 31 August 2018. Report templates will be provided to project leaders.

A member of each successful project team is encouraged to report on the proposed project at the Scholarship of Teaching Symposium in 2017 through a poster presentation, and on the project outcomes at the Symposium in 2018.

Successful applicants are expected to incorporate dissemination of project outcomes in conjunction with CTL, through:

- appropriate workshops for SCU staff offered as part of CTL’s professional learning and scholarship calendar, and
- sharing any resources developed and case studies on the CTL website.

Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 2017</td>
<td>Call for 2017 applications</td>
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<tr>
<td>22 September 2017</td>
<td>Closing date 2017 grants applications</td>
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<tr>
<td>4 October 2017</td>
<td>SCU Teaching and Learning Grants Panel meet</td>
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<tr>
<td>6 October 2017</td>
<td>Notification of outcomes to applicants and Schools/Organisational Units</td>
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<tr>
<td>11 October 2017</td>
<td>Scholarship of Teaching Symposium: Formal announcement of projects. Teams encouraged to present a poster on the project.</td>
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<tr>
<td>31 October 2017</td>
<td>Commencement of projects</td>
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<tr>
<td>31 August 2018</td>
<td>Project completion and final report due by 2018 submission deadline</td>
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<tr>
<td>October 2018</td>
<td>Scholarship of Teaching Symposium: Presentation related to project</td>
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For further information or assistance with completing the Application Form please contact Cathryn McCormack on ext 73886 or email cathryn.mccormack@scu.edu.au.