

Changes to Grants Scheme 2010 Guidelines September 2009

The Australian Learning and Teaching Council's Board has revised the funding priorities in the Competitive Grants and Priority Projects Programs. An additional priority area, Internationalisation, has been introduced within the Priority Projects program. Proposals are sought addressing this issue in Round 2, 2010. No changes have been made to the priorities in the Leadership Program. As advised in June 2009, the Board has also decided to accept applications to the Grants Scheme by full proposal only. There will be two general calls for proposals in each Grants Scheme Program in 2010.

There will be no further amendments to the Guidelines for 2010.

Changes or additions to the Guidelines since June 2009 are highlighted in **bright yellow**.

COMPETITIVE GRANTS PROGRAM

Information Sheet 2010

The priority Development of robust methods of identifying and rewarding excellence in teaching (excluding awards schemes) has been deleted.

Program Priorities

The funding priorities for 2010 are:

- Priority One: Research and development focussing on issues of emerging and continuing importance
- Priority Two: Strategic approaches to learning and teaching that address the increasing diversity of the student body
Applications for 2010 must address the issues of student diversity directly. Applicants should not assume that projects addressing students are by implication addressing the "diversity of the student body"
- Priority Three: Innovation in learning and teaching, particularly in relation to the role of new technologies

Application Information

Two general calls for project proposals will occur in 2010. The ALTC reserves the right to ask for a proposal to be modified and/or re-submitted for decision.

Funding range: for applications other than those building directly on previous work is \$80,000–\$220,000.

Applications building directly on previous ALTC or AUTC projects have a funding range of \$80,000–\$150,000.

Projects' duration: up to 2 years

Closing dates for proposals

Round 1: 2 November 2009. Applications accepted under Priorities One, Two and Three.

Round 2: 3 June 2010. Applications accepted under Priorities One, Two and Three.

Program Funding: Approximately \$3.5 million.

Guidelines Review: June 2010. It should be noted that the 2011 Guidelines could define new priorities in line with the development of the ALTC's Strategic Directions for the period 2008-2012.

PRIORITY PROJECTS PROGRAM

Information Sheet 2010

The priority Peer review for promotion has been deleted.

Program Priorities

The funding priorities for 2010 are:

- academic standards, assessment practices and reporting
- curriculum renewal
- teaching and learning spaces
- internationalisation (new priority in 2010)

Application Information

Two general calls for project proposals will occur in 2010. The ALTC reserves the right to ask for a proposal to be modified and/or re-submitted for decision.

Funding range: for applications other than those building directly on previous work is \$80,000–\$220,000

Applications building directly on previous ALTC or AUTC projects have a funding range of \$80,000–\$150,000.

Projects' duration: up to 2 years

Closing dates for proposals

Round 1: 9 April 2010. Applications accepted under the priorities academic standards, assessment practices and reporting; curriculum renewal; and teaching and learning spaces only.

Round 2: 29 July 2010. Applications accepted under all priorities.

Program Funding: Approximately \$4.9 million.

Guidelines Review: June 2010. It should be noted that the 2011 Guidelines could define new priorities in line with the development of the ALTC's Strategic Directions for the period 2008-2012.

Priority Projects Program Guidelines

Funding Priorities 2010

- academic standards, assessment practices and reporting
- curriculum renewal
- teaching and learning spaces
- internationalisation (new priority in 2010)

3.4 Priority Four: Internationalisation (new priority in 2010)

Expected Outcome: To develop and model the effective integration of international and/or intercultural dimensions into teaching and learning practise and address key issues such as:

- curriculum design
- learning support (including language support)
- transnational education
- intercultural competency

3.5 Application Information

Overlap with other programs

When an application meets the criteria for another ALTC program it should not be submitted under this program. Applications that address the criteria for another ALTC program will not be accepted under this program.

LEADERSHIP FOR EXCELLENCE IN LEARNING AND TEACHING PROGRAM

The Program priorities are unchanged from 2009. The duration and funding range of some priorities have changed.

- Priority one: institutional leadership to enhance learning and teaching through leadership capacity-building at the institutional level
 - Funding range: \$150,000 to \$220,000
 - Project duration: up to 2 years
- Priority two: disciplinary and cross-disciplinary leadership to enhance learning and teaching through leadership capacity-building in discipline structures, communities of practice and cross-disciplinary networks.
 - Funding range: \$80,000 to \$220,000
 - Project duration: up to 2 years
- Priority three: consolidating leadership by building on the outcomes of projects funded in earlier years under the Leadership for Excellence in Learning and Teaching Program.
 - Funding range: \$80,000 to \$150,000
 - Project duration: up to 1.5 years

Application Information

Two general calls for project proposals will occur in 2010. The ALTC reserves the right to ask for a proposal to be modified and/or re-submitted for decision.

Funding range: for applications other than those building directly on previous work is \$80,000–\$220,000

Applications building directly on previous ALTC or AUTC projects have a funding range of \$80,000–\$150,000.

Closing dates for proposals

Round 1: 18 March 2010. Applications accepted under all priorities.

Round 2: 1 July 2010. Applications accepted under all priorities.

Program Funding: Approximately \$3.0 million.

Guidelines Review: June 2010. It should be noted that the 2011 Guidelines could define new priorities in line with the development of the ALTC's Strategic Directions for the period 2008-2012.

Leadership Program Guidelines

The criterion Project Outcomes and Rationale has been expanded in each Priority and applications should demonstrate:

- How are leadership and leadership capacity building defined for the purposes of the project?
- What are the proposed leadership outcomes (achievements) of the project?

3.4 Application Information

Overlap with other programs

When an application meets the criteria for another ALTC program it should not be submitted under this program. Applications that address the criteria for another ALTC program will not be accepted under this program.

OPERATIONAL POLICIES

The operational policy changes apply in all Grants Scheme programs.

4.4 Application Process

Applications are by proposal only. The principles for funding single institution projects are detailed. The ALTC may seek applications in response to a specific project brief and the process of application will be elaborated in the brief.

Applications to the program are by proposal only. Requests for proposals will normally be advertised in the Higher Education Supplement of *The Australian*. Closing dates and other relevant details will be available on the ALTC website.

The principles for funding single institution projects are:

- Case studies of an issue, an idea or approach of importance to the higher education sector.
- The work proposed should be able to be applied within other institutions.
- The proposal includes a comprehensive and convincing strategy to ensure outcomes and project materials take into account different institutional contexts and can be applied in those different contexts.
- A comprehensive plan for dissemination to the relevant audiences: sharing has to be embedded in the conduct of the project.

Collaboration between higher education institutions and/or relevant other bodies is encouraged. Applications from consortia will need to be submitted under a lead institution which must be a higher education institution eligible to receive a grant under these guidelines. The lead institution must ensure each named collaborating institution/organisation has agreed to have its name put forward as a collaborating institution before submitting a project proposal. Failure to ensure the agreement of named collaborating institutions/organisation may result in the application being rejected by the ALTC.

The lead institution must be authorised to deal on behalf of all members of the consortia or collaborative group, and enter into agreements which are binding on them. For the purposes of the application, all consortia members and the lead institution should be clearly identified. The ALTC may subsequently require all consortia members to execute statutory declarations stating that the lead institution has the authority to bind other members.

Applications outside of the general funding rounds

From time to time ALTC may seek applications in response to a specific project brief. In this event the process of application will be elaborated in the brief, and may vary from that of the general biannual funding rounds. The ALTC may also decide to consider and approve proposals within some programs outside of an advertised round of applications.

4.10 Performance

Project Leaders and Project Teams

The project leader/s must take significant intellectual responsibility for the proposed project, its design, conduct and results. This requires a serious time commitment (usually at least 20% of the leader's time).

Individuals may not hold the substantive responsibility (eg project leader/director/fellow) for more than two ALTC grants concurrently unless the PVC/DVC (Academic) approves a

greater commitment and provides details of how the time will be allocated to enable the individual to carry out his/her responsibilities to the projects. While this restriction does not apply to project team members, care should be taken by individuals not to overcommit.

The quality and timeliness of the project leader's previous ALTC work may be taken into account when considering applications for funding.

Under normal circumstances, applications involving a project leader whose final report is overdue or not of a satisfactory standard at the time of close of applications will not be accepted. The Chair of the Standing Committee has the discretion to rule on this matter. (Note this adds to the current statement that prevents leadership of more than two projects or one fellowship and one project.)

Projects that build on previous work are encouraged. However to ensure the quality of work and wide participation in the program, applications arising directly from a previously funded ALTC project will only be accepted if the final report has been available to the sector at least six weeks before applications close. Where the original team is proposing to carry work forward, they are strongly encouraged to include some new team members.

Project teams are encouraged to include one or two early career academics as substantive members of the project team.

All nominated project team members should be in agreement with the proposal at the time of submission. If it comes to the attention of ALTC that nominated team members are not aware of the application, the proposal will be deemed ineligible for that funding round.

Should a project leader need to withdraw from the project, written notification should be provided to the ALTC with information on how the project will continue to be supported by the lead institution.

Collaborations, Partnerships and Other Roles

Formal collaborations or partnerships are acknowledged in documentation regarding the project. Collaborating institution/s will contribute substantially to the project, usually through a project team member. Where partners are not represented on the project team, a clear rationale should be included in the proposal to explain this absence. To acknowledge this commitment, project proposals must be endorsed in writing by the PVC/DVC (Academic), or equivalent, of all collaborating/partner institutions before submission.

4.11 Reporting Requirements

Financial Reporting

Funding must be used for the purposes specified in the funding agreement. Financial reporting and acquittal processes provide assurance of this to the ALTC.

For projects designed to go beyond twelve months' duration, a financial statement must be provided with the specified deliverables at the agreed milestones of the project.

On completion of the project a full financial statement complying with the conditions in the funding agreement must be provided by the agreed completion date (the date when all reporting and acquittal of funding should have been finalised).

The financial acquittal should itemise how funds were used in the course of the project and be signed as true and accurate by the authorised person within the lead institution as specified in the funding agreement and countersigned by the project leader.

Any funds not expended at the end of the project must be returned to the ALTC. The ALTC retains the right to reclaim funds if the recipient institution fails to fulfil the conditions of these guidelines or the funding agreement or where an overpayment has occurred.

DIRECTIONS FOR APPLICANTS

Grants Scheme

Applications for the general grants rounds are through the submission of a proposal, and the final decision about projects funded will be based on that proposal.

5.2 Proposals

Inclusion and form

Proposals are limited to 12 A4 pages (including references) and are to be in 12pt font (exclusive of the Application Form and attachments – refer below).

Proposals should demonstrate that they meet the program criteria specified under the program priorities (see Part 3).

Proposal should also contain:

- a 160-word abstract;
 - project management information including processes and structure underpinning the management of the project including how the project team will establish a clear vision, clear goals, financial and staff management, evaluation strategies;
 - an evaluation framework;
 - the endorsement of the PVC/DVC (Academic), or equivalent, is required – the name is to be provided on the Application Form; and
 - for collaborative projects – the type of collaboration, the project collaborators and their anticipated contributions.
 - Attachments:
 - a letter of endorsement from the PVC/DVC (Academic) or equivalent of partner institutions is required as an attachment for collaborative projects
 - a budget and a timeline (limit 4 A4 pages in total). The format for preparing the budget is available on the ALTC website, under Grants & Projects/How to Apply.
 - the qualifications and experience of the project leader(s) and project team (limit 3 A4 pages). The statement on the project leader/s should include a list of all current projects, research, and fellowships and give an estimate of the time that the leader/s can contribute to the proposed project. (Note the restriction shown in 4.10 on the number of ALTC grants and fellowships for which individuals can take substantive responsibility.)
 - design specifications. Applications which propose technological developments should submit a one page design brief, addressing the following issues:
 - User interface and useability issues
 - a brief site map or story boards (if the proposal includes website design);
 - user scenario;
- or
- Technical design specifications
 - the functionality, sustainability and scalability of what is being proposed;
 - the technical expertise available to the project team;
 - availability of required technology/infrastructure.

Applications proposing software development should aim to develop open-source software.

Evaluation

All projects provided with funding of greater than \$150,000 must commission a formal independent evaluation of the project. This evaluation should be factored into the budget and the timelines for the project. A resource to assist with planning the evaluation of projects is available on the ALTC website under Grants & Projects/Managing Your Project.

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September 2009