

THE CARRICK INSTITUTE
FOR LEARNING AND TEACHING
IN HIGHER EDUCATION LTD



DISCIPLINE BASED INITIATIVES

discipline based initiatives

DISCIPLINE-BASED INITIATIVES SCHEME, 2007

Application Guidelines for Discipline-based Investigation Funds

An initiative of the Australian Government Department of
Education, Science and Training

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APPLICATION GUIDELINES FOR DISCIPLINE-BASED INVESTIGATION FUNDS

How to apply

The Discipline-Based Initiatives Scheme provides funds for discipline-based leaders to investigate the scope of existing resources, effective practices and future challenges for graduates of the discipline and to identify a plan and infrastructure needed for future development. The intention of the Discipline-Based Initiatives Funding Scheme is to support the exchange and dissemination of good practices within disciplines. As well as helping to promote dissemination and development of effective learning and teaching, the grants are intended to raise awareness of the importance of effective of teaching and learning methods, and to facilitate networking between institutions and across the sector.

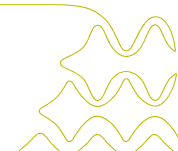
The maximum funding for discipline-based investigative funds will normally be up to \$100,000 to:

- Identify sector-wide issues of common concern and national interest as it relates to the discipline;
- Develop a proposal for improving outcomes for the future;
- Identify what is required to establish strong cross-sector and cross-stakeholder engagement in addressing learning and teaching issues;
- Encourage a culture in which discipline-based innovative developments in learning, teaching and assessment are valued and acknowledged at an institutional and national level.

Investigation proposals

Important features of the investigations proposed will be indications of how the outcomes will

- provide direction for future action by discipline leaders, and
- address what infrastructure and related systems will be required to sustained communication, development and dissemination beyond the funding period.



Investigation proposals can be of two types:

1. **Review and planning initiatives** which investigate discipline-based studies already funded by CUTSD, AUTC or Carrick in order to establish new system-wide, future oriented priorities for the discipline and to identify ways to build upon existing resources and effective practices and/or address a national higher education priority.
2. **Initial scoping initiatives** in which discipline partners and stakeholder groups seek funds to establish the availability of existing resources, identify disciplinary strengths, gaps and challenges to be addressed and to propose measures for which additional funds will be sought to improve the quality of student disciplinary learning experience and learning outcomes.

Discipline-based investigative funds are allocated on the basis of a competitive process, judged by Carrick Institute assessors, using the criteria described below. While some initiatives will be of no more than twelve months duration, others may indicate that they will be of longer duration and may be outlined as a staged programme indicating what additional funds might be required.

Funding application dates for 2007:

13 April 2007

6 August 2007

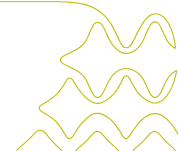
Making an Investigative Proposal

Proposal form

Proposals for funding must be made on the proposal form, and may be submitted on paper or electronically by email attachment. Only fully completed proposal forms which reach the Carrick administration office by the deadline will be considered for funding. It is helpful to us to both send your proposal via email and post a hard copy version as back up. Please send the completed form to Discipline-Based Initiatives Programme Administrator, Julie Adams and, or email julie.adams@carrickinstitute.edu.au

Eligibility

Proposals must be led by an Australian University or recognised Higher Education Provider.



Application Process

The proposal should be completed using the attached form. Statements of support from institutional leaders and stakeholders should be attached. Within the form ensure that you have included:

- Reference to any similar initiatives found (they may be from other disciplines or enterprises)
- Evidence of sector-wide support and engagement
- Evidence of stakeholder engagement
- Consideration of cross-disciplinary consultation where relevant
- Plans for sustaining the discipline development and dissemination activities
- How the outcomes will provide direction for the future for discipline leaders
- Ways to identify infrastructure and related systems that will be required to sustain communication, development and dissemination beyond the funding period.
- Evaluation plans
- Dissemination plans
- A detailed and justified budget and realistic timeframe.

How proposals are reviewed

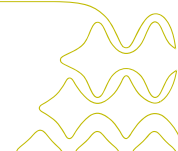
Once we receive your proposal, we will proceed through the following stages:

- Proposals will be circulated to a panel of independent, non-aligned expert assessors for review. This will be followed by a panel meeting of the assessors in which recommendations for funding will be drafted for consideration of the Carrick Discipline-Based Initiatives Standing Committee.
- The Carrick Discipline-Based Initiatives Standing Committee will review the assessors' recommendations and make final recommendations to the Carrick Board.
- Final decisions for funding will be made by the Carrick Board based on recommendations from the Discipline-Based Initiatives Standing Committees.
- All proposals will be provided feedback on their submission

Managing a Discipline Investigation

Responsibilities of the grant holder

The proposer/grant holders will be responsible for carrying out the investigation in a timely and financially accountable manner, including completing deliverables and dissemination activities and full disclosure of the work to Carrick. Funding will be reviewed if the original proposer/grant holder steps down. This is because the funds are awarded, in part due to the expertise of the proposer/grant holders. Significant changes to the initiative must be undertaken only with prior consultation and the agreement of the Director responsible for Carrick of Discipline-Based Initiatives.



Monitoring project progress and financial arrangements

The Carrick Institute aims to support and help as the project progresses and therefore expects to be kept up to date with progress and developments. A/Prof. Janice Orrell, Director, Discipline-Based Initiatives, Networks and Special Projects, will be the principal contact person. If any disagreements between the grant holder and the Carrick Institute occur, they will be referred to the Carrick Discipline-Based Initiatives Standing Committee.

Two reports are required annually, an interim and a final report.

In developing the **budget** the following needs to be taken into account:

- Payments of monies will be made to the lead institution.
- The maximum per diem rate which can be claimed is to be based on the established rate of the lead institution.
- All travel will be assumed to be economy class.
- The mileage allowance per km will be the established rate of the lead institution.
- Administrative support should be estimated based on the level of responsibilities as described by the lead institution.
- The agreed sum will be paid on agreement of the statement of responsibilities and the signing of the contract. A sample contract can be found on the Carrick web-site at <http://www.carrickinstitute.edu.au/grantsscheme>
- The grant amount requested must exclude GST.

All claims against expenditures should be submitted with the final report and any funds unspent at the end of the project will be returned to the Carrick Institute..

