

## GRANTS SCHEME — 2010

### APPLICATION INSTRUCTIONS including instructions for centralised submission of applications

#### Overview

Applications will consist of two parts:

- The Application Form
- The proposal and associated attachments.

The Application Form is to be completed directly on the ALTC *Grants Management System*. The proposal, in the form of a Word or PDF document, will form an attachment to the Application Form.

Supporting information to assist in the completion of the Application Form is detailed below. As some institutions require that all project proposals are reviewed and submitted centrally to the ALTC, applicants are advised to contact the office of the DVC/PVC (Academic) or equivalent in their institution before finalising their application and submitting through the online system.

Please allow sufficient time for the preparation of online applications. Applicants are also strongly advised to use the Applicant Checklist provided on the website to review the application prior to submission.

If you experience a problem in submitting your application through the online system please contact Grants Scheme staff on (02) 8667 8520 or (02) 8667 8553 well before the due date. Applications must be received by 5pm (AEST) on the closing date. An application that does not meet the deadline for submission may not be considered. In the absence of prior contact and discussion with Grants Scheme staff, the inability to submit an online application will not be considered a valid reason for a late application.

Once your application has been submitted, a reference number will be issued automatically. If for any reason you do not receive a reference number please contact us immediately. You will also receive an email receipt within three business days of submission. As some systems treat automated mail as SPAM, please check your junk email in the event a receipt is not received.

Please do not send your application by email.

#### Accessing the Grants Management System

The ALTC Grants Management System can be accessed via the ALTC website (<http://www.altc.edu.au/>) by selecting the 'Grants & Projects' and 'How to apply'. The link to the online registration page can be accessed through 'Apply Now'.

Please note that if you have pop-ups blocked on your system, for example by Google Toolbar, this may limit access to the Application Form. If you experience difficulties with the system, you may need to allow pop-ups to proceed with your application.

# The Application Form

The first page of the Application Form (Figure 1) provides you with three options at the top of the page. The option you select will depend on the status of your application:

## 1. Submitting a new proposal for the first time

If you are commencing a new proposal and have not already been allocated a reference number, you will need to provide contact details (Sections 1 and 2) before progressing to the main part of the form. Mandatory fields are marked with an asterisk.

## 2. Accessing a DRAFT version of an application that already exists in the system

If you have previously selected the Save as Draft option in section 6 of the application and have received a reference number for your application, then you will be able to access your draft document by selecting the Resume Application option.

## 3. Providing additional information for an application that has already been submitted

If you have already submitted your application but need to provide additional material, you will be able to add attachments by selecting the File Submission option.

Figure 1: The application form (Sections 1-2)

**Australian Learning and Teaching Council Online Grant Application - Step (1/2)**

**Note:** Are you submitting information or documents in relation to an existing application? Go to [File Submission](#).

**Resume:** Do you wish to Resume an existing saved application? Use the [Resume Application](#) feature.

Mandatory fields are with an asterisk: \*

**Section 1: Project Leader Contact Details**

**Contact Details**

Title\* [dropdown]  
First Name\* [text]  
Last Name\* [text]  
Phone [text]  
Fax [text]  
Mobile [text]  
Email\* [text]

**Alternative Contact Details**

Name [text]  
Phone [text]  
Email (alt) [text]

**Institution Contact Details**

Name [text]  
Phone [text]  
Email (alt) [text]

**Section 2: Project Leader Address Details**

**Street Address**

Address\* [text]  
Suburb\* [text]  
State\* [dropdown] Postcode\* [text]

**Postal Address**

Select if same as street address?

Address\* [text]  
Suburb\* [text]  
State\* [dropdown] Postcode\* [text]

## Contact information (Sections 1-2)

The first two sections of the application form (Figure 1) are for applicants to provide the contact details of key personnel. The key fields in these sections include:

<b>Section 1: Project Leader's contact details</b>	
Contact details:	Enter the Project Leader's Title, First Name, Surname and email address. These are mandatory fields.
Phone & Fax Numbers:	Enter the two digit area code followed by an eight digit number
Alternative Contact:	Enter an Alternative Contact person for the project or alternative contact details for the Project Leader. This field is optional.
Institution Contact Details:	If there is an additional person or office in the institution which should also receive copies of key correspondence regarding the application, include their details in the section Institution Contact Details. These fields are optional.

<b>Section 2: Project Leader's address details</b>	
Street Address	Please specify the Project Leader's Street Address in full, including office and building number.
Postal Address	Please enter the Project Leader's postal address. If the postal address is the same as the street address, you may select the tick box option. This option will automatically insert the street address information already provided.

On completing the first 2 sections of the application form, applicants are able to continue, by selecting the 'Next' option at the bottom of the screen.

## Institution's details (Section 3)

The third section of the application form (Figure 2) is for you to provide the Institution's details. Key fields in this section include:

<b>Section 3: Institution's details</b>	
Lead Institution:	Select the Lead Institution from the drop down list of eligible institutions. The full list of Eligible Institutions forms an attachment to the relevant Program Guidelines. This is a mandatory field.
Endorsed By:	Specify the name of the PVC/DVC (Academic), their equivalent, or delegate endorsing this application and their position title. This is a mandatory field.
Partner Institution/s:	List other higher education institutions and relevant other bodies who will be partners in the project. Agreement must already have been obtained from collaborating institutions before they are included here.

## Application details (Section 4)

This section of the application form (Figure 2) is for applicants to provide the details of the proposal.

Figure 2: The application form (Sections 3-4)

### Australian Learning and Teaching Council Online Grant Application - Step (2/2)

Section 3: Institution Details

**Institution Details**

Lead Institution\* i  Partner Institution/s (separate with a comma) i

Endorsed By i

Section 4: Application Details

**Application Details**

Type\* i  EOI  Proposal

Title\* i

Program\* i

Program Priority Area i

Outcomes i  Words left: 60

Abstract i  Words left: 160

Key Words i  Words left: 20

Are you currently involved in any Australian Learning and Teaching Council funded projects?  No  Yes All nominated team members are in agreement with the proposal (see Section 4.10 in the Program Guidelines).  No  Yes

Please provide details Words left: 25

Key details in this section include:

<b>Section 4: Application details</b>	
Type:	Select Proposal
Title:	Project names should be no more than 15 words long and should clearly and succinctly describe what the project will be doing. If the project is based in a discipline or field of study, this information must be included in the title.
Program:	Select the name of the program under which the application is being submitted, ie: Priority Projects, Leadership for Excellence in Learning and Teaching, or Competitive Grants. You will need to use the drop down list provided.

Program Priority Area/s:	Select the program priority area being addressed by the application. Only one program area can be selected. Please refer to page 4 in the relevant Program Guidelines for more information on priority areas.
Outcomes:	Provide a succinct outline of what the project has been designed to achieve (60 word limit). Please write simply and avoid technical jargon.
Abstract:	Summarise the rationale/need for the project and what the project sets out to address/achieve (160 word limit).
Key Words:	To assist in analysis and web searches please list key descriptors/search words (20 word limit).
Are you currently involved in any ALTC funded projects?	Select Yes or No. If Yes, please provide details in the text box provided. Please note that you are required to provide details of the time you can allocate to the project outlined in the proposal.
All nominated team members are in agreement with the proposal.	Select Yes or No. Please refer to section 4.10 of the Program Guidelines.

## Attachments (Section 5)

In this section (Figure 3) you are required to attach a copy of the full proposal. These files are to be attached in either Word or PDF format. Please refer to the relevant Program Guidelines for details on the preferred format and content of the proposals to be attached.

Figure 3: The application form (Sections 5-6)

The screenshot shows a web-based application form. At the top, a blue header bar reads "Section 5: Application Documents (Please attach below - up to 3 files allowed)". Below this, there is a section titled "Applicant (Proposal) File" with three empty text input fields, each followed by a "Browse..." button. Below the input fields, another blue header bar reads "Section 6: Submit". Underneath, there is a checkbox labeled "Yes, I have read the [terms and conditions](#)". At the bottom of the form, there are four buttons: "< Back", "Save As Draft", "Save & Submit", and "Print".

Before attaching the relevant documents, please note that the files must be named according to the type, program, institution, applicant and year, ie:

- **Proposals: prop.program.institution.applicant.year**  
For example: a proposal submitted to the 2010 Competitive Grants Program by an applicant from RMIT University with the surname Smith would be named 'prop.cg.rmit.smith.10'

In naming your file, please use the following abbreviations to indicate the Program under which the application is being submitted: Leadership Program (LE); Competitive Grants (CG) and Priority Projects (PP).

If the computing program you use does not support a document name of this length please abbreviate but retain the elements.

Try to keep your application to one file. If this is not possible you may include up to three files. To ensure that each file is clearly named as above, please add the section number at the end of the file name, ie: **prop.program.institution.applicant.year.section**. For example: prop.le.rmit.smith.10.sect1 or prop.le.rmit.smith.10.sect2.

Moving between pages, printing and amending fields may cause attached files to drop out. Please check that files are attached before saving to draft or submitting.

## Completing and submitting an application (Section 6)

Once the application form has been completed, applicants have the following options:

### 1. Review an application

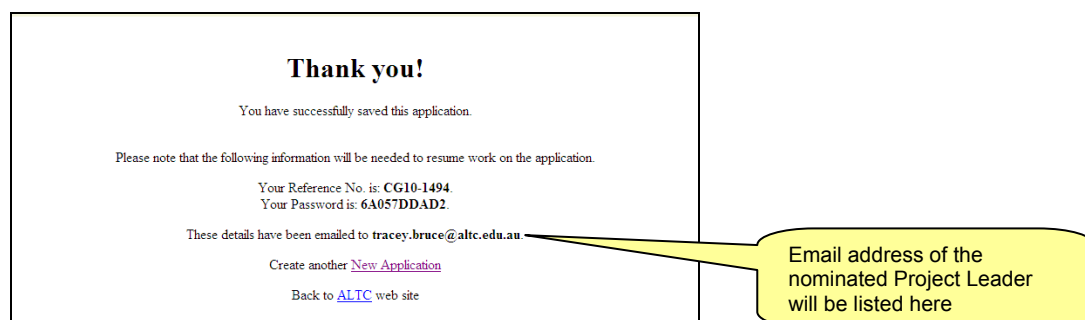
Applicants are able to review the online information using the Back option in Section 6 of the Application Form. Please note that attachments may be lost if you use this function. Therefore it is important that you check the attachments before submitting the application.

### 2. Save as a draft file

Applicants are able to save the file in draft format by selecting the Save as Draft option in Section 6 of the application form. This will enable you to return at a later time to review and modify your application. It is advised that prior to submission, all applicants should save the application and contact the relevant office in their institution regarding institutional review and endorsement.

On selecting the Save as Draft option a reference number and password will be automatically emailed to the nominated Project Leader (Figure 4). A copy can also be printed from the screen view. It is important that you keep a record of this information as it will enable you to edit your draft file as often as you wish prior to submission.

Figure 4: Allocation of reference number and password



To access the draft file, select the Resume Application option on page 1 of the Application Form and enter your reference number and password. Applicants from institutions which require review and centralised submission of applications to the ALTC should forward their reference and password to the relevant officer in their institution so that the application can be reviewed and endorsed.

### 3. Submit a completed application

Before submitting an application, applicants are strongly advised to review the material using the Applicant Checklist available on the website.

Once the information has been reviewed, please go to Section 6 of the application form (Figure 3) to submit a completed application.

**Terms and Conditions:**

All applicants are asked to acknowledge they have read the following Terms and Conditions:

Personal information provided to the Australian Learning and Teaching Council is protected by the Privacy Act 1988. The ALTC collects the above personal information for program management purposes only. The Institute will not disclose the information without your consent except where authorised or required by law, or requested by your institution. Non-identifying information may be used for statistical purposes.

To indicate that you have read the Terms and Conditions, applicants are required to complete the tick box provided.

**Submission process:**

Applicants are able to submit a completed application to the ALTC by selecting the 'Save and submit' option in Section 6 of the application form. Until an application is submitted using this icon, the application has not been forwarded to the ALTC and will not be received or assessed.

Once an application has been submitted, a dialogue box will appear to confirm the application has been successfully submitted and will include the project reference number. If you had previously saved the application in draft form, you would have already been notified of the reference number and password.

Within 3 business days of the application being submitted, applicants will be sent a confirmation email. This email is to confirm that your application has been received. As some systems treat automated mail as SPAM, please check your junk email in the event a receipt is not received. If you do not receive the reference or email confirmation, please contact us directly.

Please note that once an application is submitted, applicants will not be able to access the full application. If you are required to provide additional information, you will be able to add attachments to the system, via the File Submission option on page 1 of the application form.

Please note that moving between pages and printing may cause files attached through the browser to drop out. It is therefore important that you check your files are attached before you select the Save and Submit option.

## Centralised submission of applications

Institutions that review and submit applications centrally to the ALTC can manage this in the following way:

1. Advise applicants to save a draft of the application on the ALTC *Grants Management System*. Once the Save as Draft key is selected, a reference number and password will appear immediately on the screen along with the applicant's email address. Please check the email address listed before selecting the 'Send' button. It is important that you keep a record of this information as it will enable you to edit your draft file as often as you wish prior to submission.
2. Advise applicants to change the email address to that of the relevant officer in their institution so that he/she will receive the email notification of the reference number and password of the draft application so that it can be reviewed and endorsed.

3. Access the *Grants Management System* and select the second option Resume Application and enter the reference and password to access the draft application. Applications in draft form can be edited and amended.
4. To submit the application to the ALTC, check that all necessary files are attached and then select Save and Submit.
5. Once an application has been submitted, a dialogue box will appear to confirm the application has been successfully submitted and will include the project reference number. Applications that have already been saved in draft form, will have already received this number.

An email receipt will also be sent (within three business days of submission) to the institution contact, applicant and if relevant, to the alternate contact listed on the application. This email is to confirm that the application has been received. As some systems treat automated mail as SPAM, please check your junk email in the event a receipt is not received. If you do not receive the reference or email confirmation, please contact us directly.

6. If you have submitted the application but need to provide additional material, you will be able to add attachments by selecting the File Submission option.

Please allow sufficient time for the review and submission of online applications. Applicants are also strongly advised to use the Applicant Checklist provided on the website to review the application prior to submission.

If you experience a problem in submitting the application through the online system please contact us well before the due date. Applications must be received by 5pm (AEST) on the closing date. An application that does not meet the deadline for submission may not be considered. In the absence of prior contact and discussion with Grants Scheme staff, the inability to submit an online application will not be considered a valid reason for a late application.

## **Enquiries**

Contact [projects@altc.edu.au](mailto:projects@altc.edu.au) with any enquiries, or call the Program Administrator, Grants Scheme on (02) 8667 8520 or (02) 8667 8553.