



Australian Government
Office for Learning and Teaching

2012 EXTENSION GRANTS

Information and application instructions

Version 1.0

Closing dates:

Monday 2 April 2012

Monday 3 September 2012

Office for Learning and Teaching

1. INTRODUCTION

The Australian Government has committed \$50.1 million in program funding over three and a half years towards the Promotion of Excellence in Learning and Teaching in Higher Education (PELTHE). PELTHE is administered by the Office for Learning and Teaching (OLT) in the Department of Education, Employment and Workplace Relations (DEEWR).

The PELTHE program consists of a suite of grants, fellowships, awards and networks. This document relates to the Extension Grants function of PELTHE.

In 2012, \$8 million (indicative) has been allocated to the Office for Learning and Teaching's Grants programs, comprising Leadership for Excellence in Learning and Teaching, Extension Grants, Innovation and Development, Seed Projects and Strategic Priority Projects.

This information and application instructions detail the requirements for applicants for Extension Grants. Details of the OLT's other Grants programs: Innovation and Development, Leadership for Excellence in Learning and Teaching, Seed Projects and Strategic Priority Projects are available from [OLT website](#).

Extension Grants are designed to support the Office for Learning and Teaching's major programs through the continued dissemination and embedding of completed learning and teaching projects. These may be projects funded within institutions, or by one of the OLT's predecessor bodies.

Prospective applicants are advised to familiarise themselves with all sections of this document.

2. OBJECTIVES

The Grants programs support broader systemic change. Extension Grants are specifically to achieve the following objectives:

- Raise the profile and encourage recognition of the fundamental importance of teaching in higher education institutions and in the general community; and
- Develop effective mechanisms for the identification, development, dissemination and embedding of good individual and institutional practice, including addressing particular contextual barriers to taking on the good practice identified.

3. PROGRAM FUNDING

\$400,000 (indicative).

4. FUNDING POLICY

Funding is in the form of a grant of up to \$30,000 provided to disseminate or embed the outcomes of completed learning and teaching projects or fellowships in institutions which were not partners in the original project. Funds may be used to trial resources or curricula, run workshops, present at relevant conferences (including registration, travel, accommodation and incidental expenses) or to establish new websites.

Funds may be approved to maintain existing project or fellowship websites beyond the period mandated in the original grant.

Eligibility criteria

All applications will be assessed in line with the following criteria:

1. The application must come from an institution, and not from an individual or conference. Collaboration is encouraged, but not essential.
Under the [Australian Government Other Grant Guidelines](#), institutions listed in Table A and Table B of the *Higher Education Support Act (2003)* and other approved higher education providers receiving places under the Commonwealth Grants Scheme are eligible to receive funding from the OLT. A list is provided in section 9 of this document.
2. The original project must be complete, i.e., the final report has been published and the grant acquitted.
3. The maximum funding available per application is \$30,000.
4. The proposed activities must include at least two deliverables and each must have an explicit audience (e.g. workshop participants, conference audience, group of students).
5. The extension project team can be part or all of the original team, or a new team, or a combination of the two. The original fellow does not have to be a member of the extension project team.
6. The activities must take place at an institution or institutions not partners in the original project or host to the fellowship (the 'beneficiary institutions').
7. The project team must provide written evidence of support at executive level from the lead institution for the activities, or evidence of acceptance of conference abstracts, or both.
8. The funding requested should be matched by the beneficiary institution/s. Some of the matching funding can be in kind.
9. Only one application per extension project team can be submitted in any one round. Different teams may apply to disseminate the outcomes of the same completed projects or fellowships, and a single team may submit applications relating to different projects or fellowships, in the same round.
10. The size and significance of the conference/forum/activity will be taken into account, as will the potential benefit to the sector.
11. The activities must be scheduled to take place within a year of the closing date on which the application is submitted.
12. Applications must be on the prescribed application form.

5. APPLICATION LODGEMENT

Lodgement – address and deadline

The completed application form, project proposal and supporting documents should be emailed as a single PDF file to <learningandteaching@deewr.gov.au> by 5pm (local time) on either of the two deadlines in 2012, Monday 2 April or Monday 3 September.

Application form (*pro forma* provided)

1. The application form requests administrative information and a description of the proposed activities and deliverables. It can be downloaded from [OLT website](#).
2. The project proposal is limited to five pages, including description of proposed activities and deliverables. Details of the extension project team members and their proposed roles in the

project, project timeline, and project budget, which should clearly show the beneficiary institution/s' contribution, must also be included.

3. Evidence of support for the activities is required, as described in 4.7 above.

6. APPROVAL PROCESS AND NOTIFICATION

OLT staff will assess applications for eligibility. Eligible applications will be assessed in accordance with standard practice for OLT grant applications and fellowship nominations. Applications will be considered by the OLT Grants Team, and approved by the OLT Branch Manager. Applicants can expect to be notified of the outcome within four weeks of the closing date.

7. PAYMENT, ADMINISTRATION AND REPORTING

Payment will be made in two instalments to the lead institution via DEEWR's UniPay payments system. Further details will be provided to successful applicants.

Project leaders are required to submit a report of no more than 10 pages, including the response from the participants/audience at the beneficiary institution/s and a statement confirming expenditure of funds.

A reporting template will be provided for this purpose in 2012.

8. RECOGNITION OF FUNDING

Funding must be acknowledged in accordance with DEEWR policy. Instructions will be provided to successful applicants.

9. PRIVACY

As part of this Grant Scheme, the OLT may collect personal information ("personal information" as defined in the [Privacy Act 1988](#)). When collecting and otherwise handling personal information, the OLT is required to comply with the [Information Privacy Principles \(IPPs\)](#) contained in section 14 of the *Privacy Act*. In accordance with the IPPs, application forms for this scheme will include details of:

- the purposes for which the OLT will collect personal information
- how the OLT will use the information
- any person, body or agency to whom the OLT may disclose information and for what purpose

for the purposes of this scheme. It is important that all bodies and persons involved in the scheme are aware of these arrangements.

10. ELIGIBLE INSTITUTIONS

Australian Catholic University
Avondale College
Batchelor Institute of Indigenous Tertiary Education (NT)
Bond University
CQUniversity Australia
Charles Darwin University
Charles Sturt University

Christian Heritage College (QLD)
Curtin University of Technology
Deakin University
Edith Cowan University
Flinders University
Griffith University
Holmesglen Institute of TAFE
James Cook University
La Trobe University
Macquarie University
Melbourne College of Divinity
Monash University
Murdoch University
Queensland University of Technology
RMIT University
Southern Cross University
Swinburne University of Technology
Tabor College Inc. (SA)
Tabor College Inc. (VIC)
The Australian National University
The University of Adelaide
The University of Melbourne
The University of New South Wales
The University of Newcastle
The University of Notre Dame Australia
The University of Queensland
The University of Sydney
The University of Western Australia
University of Ballarat
University of Canberra
University of New England
University of South Australia
University of Southern Queensland
University of Tasmania
University of Technology, Sydney
University of the Sunshine Coast
University of Western Sydney
University of Wollongong
Victoria University