



Australian Government
Office for Learning and Teaching

2012

GRANTS PROGRAMS

Operational Information and Application
Instructions

Version 1.0

Innovation and Development

Leadership for Excellence in Learning and Teaching

Seed Projects

Closing dates:

Thursday 1 March 2012

Friday 3 August 2012

The Grants Portal will be available from 1 February 2012

Office for Learning and Teaching

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1 INTRODUCTION

1.1 The Promotion of Excellence in Learning and Teaching in Higher Education

The Australian Government has committed \$50.1 million in program funding over four 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 grants function of PELTHE.

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

The operational information and application instructions detail the general requirements for the Leadership for Excellence in Learning and Teaching program, Innovation and Development program and Seed Projects. Information about individual programs, including the 2012 funding priorities, will be available from the [OLT website](#).

1.2 Aim

The aim of the Grants programs is to provide funding for academics and professional staff to investigate, develop and implement innovations in learning and teaching. Grants facilitate scholarship and research into learning and teaching, and promote systemic change in the sector. They play an important role in providing esteem for learning and teaching scholarship and practice and provide a counterbalance to the focus on research.

1.3 Roles and responsibilities

Office for Learning and Teaching

The OLT is responsible for the receipt and collation of all grant applications, selection of assessors, and will provide secretariat support for each of the committees. The OLT will also prepare information and application instructions for each Grants program and manage the relationships with the higher education sector including the web page and all related communication.

Assessors

Assessors selected by the OLT will assess all applications against the relevant information and selection criteria for each Grants program.

Grants programs Standing Committees

The relevant Standing Committee will consider applications and assessors' advice against these instructions and selection criteria and make recommendations to the Strategic Advisory Committee.

Strategic Advisory Committee

The Strategic Advisory Committee will make recommendations to the Minister, based on the recommendations of the Standing Committees.

The Minister

Final decisions on recommendations on all grants recipients will be made by the Minister. Decisions will be made based on advice from the Strategic Advisory Committee and the Minister retains the discretion not to award grants.

2 GRANTS PROGRAMS

In 2012, the OLT Grants programs comprise:

- Development Innovation and
- Excellence in Learning and Teaching Leadership for
- Seed Projects
- Extension Grants
- Strategic Priority Projects

2.1 Innovation and Development

Innovation and Development projects support research, development and innovation related to the enhancement of learning and teaching in higher education. The program covers a wide range of priority areas, including assessment, curriculum renewal, student diversity and internationalisation.

Full details are included in the Innovation and Development program information document will be available from the [OLT website](#).

Closing date: Round 1 applications received via the online Grants Portal, no later than 5pm (AEST/AEDT), Thursday 1 March 2012

Round 2 applications received via the online Grants Portal, no later than 5pm (AEST/AEDT), Friday 3 August 2012

Funding: \$4.0 million (indicative)

2.2 Leadership for Excellence in Learning and Teaching

Leadership for Excellence projects build leadership capacity in ways consistent with the promotion and enhancement of learning and teaching in contemporary higher education.

Full details are included in the Leadership for Excellence in Learning and Teaching program information document, will be available from the [OLT website](#).

Closing date: Round 1 applications received via the online Grants Portal, no later than 5pm (AEST/AEDT), Thursday 1 March 2012

Round 2 applications received via the online Grants Portal, no later than 5pm (AEST/AEDT), Friday 3 August 2012

Funding: \$1.0 million (indicative)

2.3 Seed Projects

Seed Projects provides for pilot projects which test and evaluate an original idea. Applications can address any of the priorities in the Innovation and Development or Leadership for Excellence programs, or any other topic. More details are provided in the information documents for these programs.

Closing date: Round 1 applications received via the online Grants Portal, no later than 5pm (AEST/AEDT), Thursday 1 March 2012

Round 2 applications received via the online Grants Portal, no later than 5pm (AEST/AEDT), Friday 3 August 2012

Funding: \$1.0 million (indicative)

2.4 Extension Grants

Extension Grants support the continued dissemination and embedding of completed learning and teaching projects. Applications are concise and decisions will be advised quickly.

Extension Grants have separate information and application instructions, available from the [OLT website](#).

Closing date: Round 1 applications received via email, no later than 5 pm, Monday 2 April 2012
Round 2 applications received via email, no later than 5 pm, Monday 3 September 2012

Funding: \$400,000 (indicative)

2.5 Strategic Priority Projects

Through Strategic Priority Projects, the OLT will commission work addressing particular issues and responding to Government priorities, as determined by the Strategic Advisory Committee.

Project briefs, application information, which may vary from that of the general biannual funding rounds, and closing dates will be advised in early 2012.

2.6 Applications outside the general funding rounds

The OLT may also decide to consider and approve proposals within some programs outside of an advertised round of applications.

3 APPLICATION INFORMATION

This information is for Innovation and Development grants, Leadership for Excellence in Learning and Teaching grants and Seed Projects.

Prospective applicants are advised to read the individual program's information carefully to ensure applications in their selected priority area are being accepted in that particular round.

3.1 Eligibility for funding

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 apply for grants. See Section 7 for the list of eligible institutions.

3.2 Application Process

There will be two calls for Grants applications in 2012.

Closing dates for proposals will be:

- Round 1, Thursday 1 March 2012
- Round 2, Friday 3 August 2012

Requests for proposals will normally be advertised in the Higher Education Supplement of *The Australian, Campus Review* and through Institutional Contact Officers. Relevant details will be available on the [OLT website](#).

Institutions are encouraged to support applicants in preparing their applications.

Applications will be lodged via the OLT Grants Portal. Further information on the application process is located in Section 5 of this document.

The OLT reserves the right to ask for a proposal to be modified and/or re-submitted for decision.

3.3 Assessment Process

The assessment of proposals will be undertaken by the OLT, which will:

- consider if a proposal complies with the requirements set out in this document and the individual program information;
- assign assessors to review proposals; and
- rank each proposal relative to the others on the basis of the assessors' reports.

The assessment of project proposals will be against the criteria set for the project (as per the individual program information); the quality of the design; value for money; the importance of the outcomes proposed in the context of the OLT's mission, objectives and responsibilities; and the capacity of the project team to deliver the outcomes proposed.

All project proposals are grouped according to the priority area which they address. At least two assessors review each application within these groupings. Applications may also be moderated. Assessors meet to discuss their evaluations and make joint recommendations.

Assessments form the basis of recommendations to the relevant Grants program Standing Committee: an Assessment Report summarising the assessment process and the assessors' general comments on

the applications will be provided to the Standing Committee. The Assessment Report will be published on OLT's website after notifications have been made to successful and unsuccessful applicants.

3.4 Selection of assessors

The OLT maintains a register of assessors. Assessors on the register have been specifically nominated by their institutions, usually by the Deputy Vice-Chancellor (Academic), or have received citations or awards, or are ALTC Fellows, Discipline Scholars, project leaders or team members or senior, retired academics.

In selecting assessors, OLT staff take into account discipline expertise, learning and teaching expertise, experience assessing applications or nominations, for example for the ALTC, and the potential professional development for the individuals and benefit to their institutions provided by their participation in the assessment exercise.

Strict conflict of interest provisions are enforced: no-one may assess a proposal if they took part in its preparation; and, where possible, assessors do not assess proposals involving their own institution. All members of applicant teams are ineligible to participate in that round's assessments, and this principle is generally also applied to proposed members of reference groups. Assessors sign a conflict of interest declaration and a confidentiality agreement.

3.5 Notification of results of proposals

Applicants will be advised of the results of their applications by e-mail.

The OLT reserves the right to make the first public announcement of successful applications.

4 OPERATIONAL INFORMATION

4.1 Intellectual Property

Project proposals

The OLT does not claim ownership of any intellectual property in a project proposal which is submitted to the OLT under any grants program.

All applications become the property of DEEWR on submission to the OLT to copy, modify or otherwise deal with information for the purposes of :

- assessment and decision-making
- verifying the accuracy, consistency and adequacy of the information contained in the application
- the preparation and management of any funding agreement
- the administration of OLT grants programs.

Project Material

One responsibility of the OLT is the dissemination of good practice in learning and teaching in higher education which is best achieved by ensuring that quality project products and findings are available to the higher education sector for use and further development. To help achieve this aim the following position in relation to intellectual property will be the default position for the OLT.

Intellectual Property Rights in the Project Material created under a Funding Agreement will vest immediately in the Commonwealth. DEEWR, the OLT, the Lead Institution, and the Project Partners will, as far as possible, provide the Project Material to the sector for use and adaptation using systems such as Creative Commons, Open Source or other appropriate developments.

The Commonwealth will grant to the recipient a permanent, irrevocable, royalty-free, non-exclusive licence to use, reproduce and adapt the Project Material and to sub-licence any of these rights to members of a consortium for the purpose of the project that is funded.

Issues associated with existing intellectual property are addressed in the funding agreement. A model funding agreement will be available at the [OLT website](#).

A different position in relation to copyright and licensing may be considered if there is a strong argument that the default position explained above is not appropriate to a particular project. This argument will need to be presented as part of the project proposal and will need to demonstrate that the approach advocated will ensure that the products and findings of the project are available to the higher education sector for use and further development.

The grant recipient(s) will be required at all times to indemnify and hold harmless the Commonwealth, its officers, employees and agents from and against any loss or liability incurred or suffered by any of those indemnified arising from any claim, suit, demand, action or proceeding by any person in respect of any infringement, or alleged infringement, of Intellectual Property Rights by the grant recipient(s), their employees, agents or subcontractors in the course of, or incidental to, carrying out the project or the use by the Commonwealth of the Project Material.

4.2 Publication

The funding agreement requires reports on the progress of the project and a concluding report and, where the funding is over \$120,000, a formal evaluation of the project. These reports are referred to

under Reporting Requirements (Section 4.7). The OLT's written approval must be obtained prior to publishing any project reports required under the funding agreement. This provision does not limit the publishing of academic articles, conference papers or web materials as part of a project.

4.3 Formal Agreement

Lead institutions will be required to enter into an agreement with DEEWR managed by the OLT. If there is any inconsistency between an agreement and these instructions, the terms of the agreement will prevail. Where a proposal from a consortium is approved, the OLT will enter into an agreement with the lead institution only.

The conditions of the grant will be specified in the agreement. The agreement will specify the outcomes of the project to be achieved, the payment arrangements, conditions of the grant including financial and performance reporting requirements, requirements regarding variation to the agreement, acquittal of grants and other related issues.

4.4 Funding

The initial grant payment must occur by end June or end December in the year for which the grant was approved. If a project is designed to go beyond 12 months the funding for the out years will be given provisional approval only. Funding for the out years will depend on progress against agreed milestones and the quality of the work done. Should a project not be progressing well or the recipient institution request non-continuance, the OLT can determine not to fund any extension or negotiate a new agreement with a different institution for completion of the project.

4.5 Payment of Grant

The funding agreement will contain the information on payment instalments linked to agreed project stages and deliverables.

Payments will be made via UniPay, DEEWR's internal payments portal. Payments will be made to the account officially designated by the institution and the OLT will not consider any requests to pay into alternate bank accounts. Payments in UniPay are made on a twice monthly basis as per DEEWR's standard grants payment process. The payment will be identified as a separate line item in the Institution Payment Summary in the Other Grants Category as the *Promotion of Excellence in Learning and Teaching in Higher Education* program.

Collaborative Projects

For projects involving a consortium of institutions/organisations, the grant will be paid to the lead institution (recipient institution) which will be responsible for the management and acquittal of the funding and the deliverables from the project. When seeking funding for a consortium, care should be taken to ensure the costs associated with the type of collaboration proposed are adequately addressed.

4.6 Performance

The recipient institution is responsible to the OLT for managing the performance of the project through the project leader(s). This responsibility is expressed through institutional sign-off on project proposals, funding agreements and performance reporting.

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

Collaborations, Partnerships and Other Roles

Proposed changes in partner institutions, e.g. withdrawal or addition of a partner during the project, must be supported by the PVC/DVC (Academic), or equivalent, of the institution/s concerned and written notification of the change and endorsement be provided to the OLT.

4.7 Reporting Requirements

Institutions are required to provide regular progress reports and a final written report on the conduct of the project, as specified in the funding agreement. These reports must be signed by the PVC/DVC (Academic), or equivalent, or their delegate.

Ongoing evaluation must be included as part of the project in its various stages and be a role of the reference group. In addition, recipients of grants in excess of \$120,000 are required to commission a formal independent evaluation of the project. This may be funded from the OLT grant and should be included in the project proposal's budget.

When a project team is not able to meet the milestones or the date for completion of the project, the project leader must seek an extension in writing at least two weeks before the due date from the OLT.

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 OLT.

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 OLT. The OLT retains the right to reclaim funds if the recipient institution fails to fulfil the conditions of these instructions or the funding agreement or where an overpayment has occurred.

Final Project Report

A comprehensive report (the final report) should document the ways in which the project outcomes have been met through the project. There are two parts in the final report.:

- Part 1 is a report on the study designed to inform stakeholders and other interested parties about the project. Part 1 will be published and the OLT will allocate an ISSN/ISBN.
- Part 2 of the report is for OLT internal purposes only and not for publication.

Instructions on inclusions for both parts of the final report are found in the document: Project Management Information will be available from the [OLT website](#).

Project teams are encouraged to consider budgeting for the services of a professional editor for Part 1 of the final report. More information is given in the Project Management Information.

4.8 Privacy and Confidential Information

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.

4.9 Reference Groups, Steering Committees and Project Advice/Support

Advisory Roles

Individuals may take an advisory role or contribute specific expertise which does not require close involvement in the project. These individuals would not normally be defined as project team members.

Reference Group

All project teams should appoint a reference group. The reference group should include some external members who have appropriate expertise to ensure there is constructive advice on the design, development and ongoing evaluation of the project and to ensure the project has maximum impact within the institutions/s engaged in the project and beyond those institutions.

In some cases, the OLT may determine that a steering committee will be appointed to either one or a number of projects designed to contribute to the same or similar outcomes. In this case the OLT reserves the right to appoint the steering committee.

Remuneration of Advisory or Reference Group Members

The OLT understands that individuals serving in this capacity do so as part of their collegiate responsibility to the sector and the OLT. Project budgets should cover out-of-pocket expenses only.

The OLT also recognises that there will be occasions when payment for expert advice is appropriate and necessary. Applicants are advised to contact the OLT prior to the consideration of inclusion in the budget of fees for advisory or reference group members.

OLT Management

The OLT will nominate a staff member as the OLT projects manager to support and monitor each project. The OLT projects manager may organise workshops that are either voluntary or part of the conditions of funding. The workshops could cover topics such as management advice and the sharing of challenges, findings, ideas and good practice.

Non-participating Members

Since there are different levels of experience and expertise in the Australian higher education sector, funding may be provided to projects to enable ‘non-participating members’ who may not have the resources to engage fully with the project to join the project as an interested observer. The type of ‘non-

participating members' envisaged are those who wish to learn how to conduct such a project or plan at a future date to 'cascade' the project to their institution.

International Partnerships

International partnerships are encouraged where appropriate. As with other members of consortia, funding can be shared with international partners for their contribution to the project. This arrangement must be made through the lead institution, which must be an Australian higher education institution eligible to apply for a grant under the OLT Grants Scheme. International partners must agree to the conditions imposed in the funding agreement especially in relation to intellectual property.

5 APPLICATION INSTRUCTIONS

5.1 Overview

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.

Applications will consist of two parts:

- the Application Form
- the proposal and associated attachments.

The Application Form is to be completed online directly in the OLT Grants Portal. The proposal, in the form of a Word or PDF document, will form an attachment to the Application Form.

Applicants should prepare proposals in sufficient time to meet their institution's deadlines for institutional endorsement, which will be earlier than the OLT's closing dates, before finalising their application and submitting through the online system.

Applicants should not submit applications through the Grants Portal before obtaining institutional endorsement for the proposed project from the PVC/DVC (A) or equivalent. Applications submitted in the absence of institutional endorsement will be deemed ineligible.

Please allow sufficient time for the preparation of online applications. Applicants are also strongly advised to use the Applicant Checklist provided (Appendix 1) to review the application prior to submission.

5.2 Submission and Deadlines

If you experience a problem in submitting your application through the online system, please contact Grants Scheme staff on (02) 6240 0625 well before the due date. Applications must be received by 5:00pm (AEST/AEDT) 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 the application through the OLT Grants Portal will not be considered a valid reason for a late application.

Following the submission of an application, a reference number is issued automatically. If for any reason you do not receive a reference number, please contact us immediately. Applicants 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 applications by email.

5.3 Accessing the Online Grants Portal

The Grants Portal will be available from the [OLT website](#) from 1 February 2012.

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.

It is highly recommended that you use Mozilla Firefox version 3 or above or Internet Explorer version 7 or above. Internet Explorer 6 is no longer supported.

5.4 The Grants Portal

The first view of the OLT Grant Portal (Figure 1) gives you the option to submit a new application, or resume a previous application.

Figure 1: Grants Portal Login

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, please make sure you have the project leader’s contact details on hand as this is required in order to save and resume the application at a later date. 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 Draft option in the application process, you will have received a reference number and a password. This is unique to your application and must be kept safe. To resume your application use these details at the Grants Portal Login form.

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 logging in to your application as if you were resuming it and selecting the File Submission option.

Application information

The first part of the application form (Figure 2) is for all the grant application details and files. Key fields in this section include:

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, i.e.: Innovation and Development, Leadership for Excellence in Learning and Teaching, or Strategic Priority Projects. You will need to use the drop down list provided.
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 and validated with letters of

	institutional endorsement from the PVC/DVC (A) or equivalent before they are included here.
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.
Program Priority Area:	Select the program priority area being addressed by the application. Only one priority area can be selected.
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 projects funded by ALTC?	Select Yes or No. If Yes, please provide details in the text box provided. Please note that you are required to provide details on the time you can allocate to the project outlined in the proposal.
Does this application build on a project funded by a predecessor body?	Select Yes or No. If Yes, please list the ALTC project reference number and title in the text box provided. Please refer to Section 3 of the instructions. For AUTC projects, only the title is required.
All nominated team members are in agreement with the proposal.	Select Yes or No. Please refer to section 3.6 of the instructions.

On completing this part of the application, applicants are able to continue by selecting Next step at the bottom of the screen.

Figure 2: Grant detail form (Part 1)

1. Grant information	2. Grant people	3. Terms & Conditions	4. Review / Draft / Submit
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Project Title: * 80 characters remaining

Institution: *

Program: *

Priority Area: *

Agriculture, environmental and related studies

Architecture and Building

Creative and Performing Arts

Non-disciplinary

Amount: * **Team in agreement: *** No Yes

Are you currently involved in any ALTC funded projects? *

No Yes

Does this application build on a previous ALTC project? *

No Yes

Discipline: *

Agriculture, environmental and related studies

Architecture and Building

Creative arts

Education

Management and commerce

Arts, Humanities and Social Sciences

Business, Management and Economics

Creative and Performing Arts

Non-disciplinary

Partner Institutions:

Endorsed by:

Aim	Abstract	Outcome	Method	Keywords
↓				

Upload application documents

You may upload supporting documents for your application here.

Attach new file:

The maximum upload size is 100 MB. Only files with the following extensions may be uploaded: jpg jpeg gif png bit doc docx xls xlsx pdf ppt pptx pps odt ods odp mp3 wma.

Part 2 of the application form (Figure 3) is for applicants to provide the contact details of key personnel. Key personnel include Project Leader, Institutional Contact Officer, PEI Leader, and Team Members.

The information required for **each contact** includes:

Name & Email:	Enter the Title, Firstname, Surname and email address. These are mandatory fields.
Phone & Fax Numbers:	Enter the two-digit area code followed by an eight-digit number
Address:	Please include the address in full, including office and building number. If there are additional postal details, you may add these to the other

contacts such as the ICO.

Figure 3: The contact details form (Part 2)

The screenshot shows a web form titled "Grant contacts" with four tabs: "1. Grant information", "2. Grant people", "3. Terms & Conditions", and "4. Review / Draft / Submit". The "2. Grant people" tab is active. On the left, there is a list of contacts: "Add / Edit Project Leader" (Professor John Smith), "Add / Edit ICO" (highlighted), "Add / Edit PEI", "Add / Edit Project Manager", and "Add / Edit Team Member(s)" (Ms Jennifer White). On the right, there is a form for adding or editing an ICO with fields for: Firstname, Surname, Title, Email, Phone, Mobile, and Fax. There are "Update" and "Delete" buttons at the bottom right of the form. At the bottom of the screen, there are three buttons: "Previous step", "Next step", and "Draft / Review".

On completing the first two parts of the application form, applicants are able to continue to Part 3, Terms & Conditions, by selecting Next step at the bottom of the screen.

5.5 Attachments

You are required to attach a copy of the full proposal (Word or PDF) in Part 1, Grant Information (Figure 2).

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

- **Proposals: prop.program.institution.applicant.year**

For example: a proposal submitted to the 2012 Innovation and Development Grants Program by an applicant from RMIT University with the surname Smith would be named

'prop.idg.rmit.smith.11'

In naming your file, please use the following abbreviations to indicate the Program under which the application is being submitted:

- Innovation and Development Grants (ID)
- Leadership (LE)
- Seed Projects (SD)
- Strategic Priority Projects (SP)

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, i.e.: **prop.program.institution.applicant.year.section**. For example: prop.idg.rmit.smith.12.sect1 or prop.idg.rmit.smith.12.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.

5.6 Proposals (excluding Seed Projects)

Proposals (excluding Seed Projects) are limited to 10 A4 pages (including references) and are to be in 12 pt font (exclusive of the Application Form and attachments—refer below).

Proposals should demonstrate that they meet the Innovation and Development Grants Program criteria, address a specific priority (see Part 3), and contain the following information:

- Abstract (160 words in the online form);
- Project Outcomes and Rationale;
- Value and Need for the Project;
- Approach and Dissemination;
- Project Management (including processes and structure underpinning the management of the project and how the project team will establish a clear vision, clear goals, financial and staff management and evaluation strategies);
- Evaluation Framework; 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 timeline and a budget (limit four A4 pages in total). The format for the budget is set out below;
- the qualifications and experience of the project leader(s) and project team (limit three A4 pages). The statement on the project leader/s should include a list of all current projects, research and fellowships, including the progress of any OLT-funded activities involving the project leader, and give an estimate of the time that the leader(s) can contribute to the proposed project. Note the restriction, shown in Section 3.5 *2012 Innovation and Development Program Information*, on the number of learning and teaching grants and fellowships for which individuals can take substantive responsibility.
- design specifications. Applications which propose technological developments must submit design specifications (limit one A4 page) with the following details:
 - the functionality of the proposed development (including, in the case of website development, a description of the user interface and any user scenario)
 - the sustainability of the development
 - the scalability of the development
 - the technical expertise available to the project team
 - the availability of any required technology or infrastructure.

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

5.7 Evaluation Framework

All projects provided with funding of greater than \$120,000 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 at www.altc.edu.au/extras/altc-gsep/index.html and will be available from the [OLT website](#).

5.8 Timelines

The timeline should assume that the project will begin in the year in which funding is approved, immediately after the funding agreement administration has been concluded. For projects designed to go beyond 12 months the timeline should be developed around stages with discrete staged outcomes and deliverables for each year of the project.

Timelines need to recognise the lead-up time required for large projects or those with a number of partners to develop a shared language and local commitment. Careful consideration should be given to the number and type of partners and their contribution to ensure the project is manageable.

5.9 Applications for Seed Projects

Applications for Seed Projects are limited to eight pages, consisting of:

- Four pages addressing:
 - the rationale for and aims of the project, having regard to the context and characteristics of the institution(s) involved;
 - the approach the project will take;
 - the anticipated deliverables and outcomes of the project and why these are important to the sector or a group of institutions.
- One page budget (please use template) and one page budget justification
- One page providing concise information on the qualifications of the project leader and key team members

A one-page letter from the lead institution's deputy vice-chancellor (academic) or equivalent which explains how the project fits the institution's priorities

5.10 Budgets

Applicants should carefully consider the expected costs of the project when submitting an application. Information on the human resources and infrastructure required for project completion, including the resources/support the institution/s will contribute to the project including where appropriate its implementation, should be provided to justify the budget.

Instructions about what can be included in the budget are found in Section 3.6 of *2012 Innovation and Development Program* and *2012 Leadership for Excellence in Learning and Teaching Program* (and set out in the budget sub headings below, see Figure 5). The cost of editing, printing and distribution of any deliverables should be included against the project costs, as should costs associated with the maintenance of any websites for at least three years.

The OLT reserves the right to negotiate budgets with applicants.

Budget format

Budgets are required for all applications submitted to the Grants Scheme and should comply with the recommended format. This supporting information is to assist in the completion of the budget template, which will be provided as a separate download from the [OLT website](#).

All costs should be quoted ex GST. All costs to be in whole dollars. The total funding amount requested from the OLT should be rounded to the nearest \$1,000, with subtotals and line items adjusted

accordingly.

Completing the Budget Template

Staged funding

Smaller projects should be completed in one year.

For projects over 12 months' duration, the project activities should be staged (Figure 4) and the budget should show the costs of each stage. These projects will receive payment in two tranches and the second payment is reliant upon the satisfactory achievement of Stage 1/Year 1 outcomes.

Normally each stage will be of 12 months' duration. Please specify the duration of each stage if it is other than 12 months.

Figure 4: Staging your budget

	Budget Stage 1/Year 1			Budget Stage 2/Year 2		
	ALTC \$	Other \$	Total \$	ALTC \$	Other \$	Total \$
PERSONNEL						
PROJECT SUPPORT						
<i>Sub total</i>						
PROJECT ACTIVITIES						
<i>Sub total</i>						
ATTENDANCE AT ALTC EVENTS <i>Sub total</i>						
INSTITUTIONAL OVERHEAD LEVY <i>Sub Total</i>						
Total per Stage/Year						
TOTAL PROJECT BUDGET						

The diagram shows a callout box labeled "'Other' funding sources" pointing to the 'Other' column under 'Budget Stage 1/Year 1'. Another callout box labeled "Staged funding - Year 2" points to the 'Other' column under 'Budget Stage 2/Year 2'.

Other

The budget includes an option for 'other' sources of funding (Figure 4) and this should include contributions from the lead institution or partners. This support may be in cash or in-kind. Other sources of funding are included here in order to show the total cost of the project.

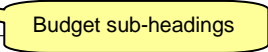
Provide an explanation of how non-OLT contributions will support the project (use the same sub-headings as set out below). If there are no other sources of funding being provided by the lead institution or partners, explain fully why no commitment has been made.

Budget sub-headings

The budget should be grouped under specific sub-headings (Figure 5):

Figure 5: Budget line sub-headings

	Budget Stage 1/Year 1			Budget Stage 2/Year 2		
	ALTC \$	Other \$	Total \$	ALTC \$	Other \$	Total \$
PERSONNEL						
<i>Sub total</i>						
PROJECT SUPPORT						
<i>Sub total</i>						
PROJECT ACTIVITIES						
<i>Sub total</i>						
ATTENDANCE AT ALTC EVENTS <i>Sub total</i>						
INSTITUTIONAL OVERHEAD LEVY <i>Sub Total</i>						
Total per Stage/Year						
	ALTC	Other	Total			
TOTAL PROJECT BUDGET						



The required budget sub-headings include:

Personnel:

This should include the salaries, wages and on-costs of personnel who have overall responsibility for managing and implementing the project. The level of each appointment and the hours per week (or percentage of time committed) should be specified. On-costs of up to 28% may be included.

Teaching relief up to a maximum of \$35,000 per year per institution is allowed, and requires letters of agreement from the relevant heads of school.

Project Support:

This section must be completed, where the purpose of expenditure is logistical. Project Support includes all non-staff expenditure for the administration and day to day management of the project, not directly contributing to a specific project outcomes. For example, management meetings, stationery, travel, consumables.

Project Activities:

This section must be completed where the purpose of expenditure is directly linked to a project deliverable.

All costs which directly contribute to a specified activity or outcome, including evaluation and dissemination, should be included here. For example: the hosting of conferences and workshops, website development and hosting, publications (including production), dissemination, and project evaluation.

This also includes travel relating to specific activities, and personnel expenses if personnel are recruited for a specific project activity. For example a facilitator for a workshop, or an independent evaluator should be budgeted under Project Activities, as should travel to attend the workshop or to undertake the evaluation.

Attendance at OLT events:

The budget must include an allocation of \$3,000 for attendance at OLT events during the course of the **Office for Learning and Teaching**

project. This funding is to be used for OLT events only and unspent funds will need to be returned. For those institutions with a high travel cost, once this amount has been spent, the OLT will consider applications for an additional allowance on a case-by-case basis. The full amount must be claimed in the Stage 1/Year 1 budget.

Administration and Overhead Levy:

A maximum of 10% may be claimed toward institutional administration and overheads. This does not include overheads associated with salaries.

Using the Budget Template

The **Budget Template – 2012 Grants programs** will be available to download from the [OLT website](#). The format provided is an Excel worksheet.

Upon completion of the budget spreadsheet, please copy the Excel budget into your proposal document. Please use the Paste Special option to ensure that your budget retains its Excel functions, even though embedded in your Word file.

5.11 Completing and Submitting an Application

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

1. Review an application

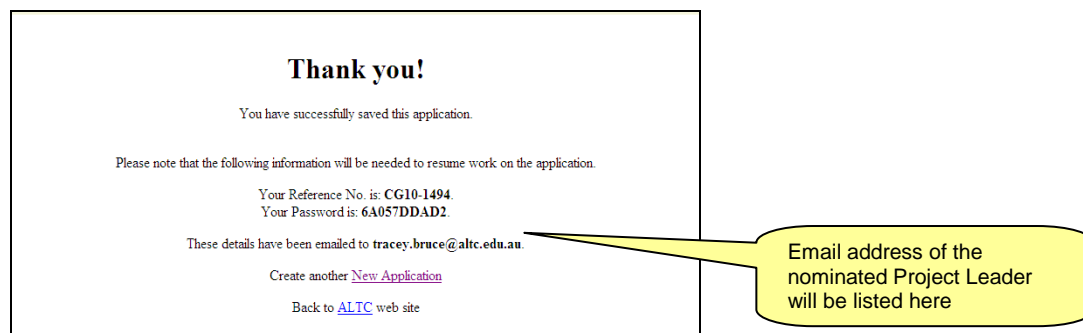
Applicants are able to review the online information using the [Previous Step](#) option at the bottom of the application form. Please note that attachments may be lost if you use this function. Therefore it is important that you check the attachments before submitting the application.

2. Save as a draft file

Applicants are able to save an application in draft format by selecting the [Save Draft](#) option on 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 Draft](#) option a reference number and password will be automatically emailed to the nominated Project Leader (Figure 6). 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 6: Allocation of reference number and password



To access the draft application, refer to sections 5.3 and 5.4 of this document. Applicants from institutions which require review and centralised submission of applications to the OLT 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 Checklist available at Appendix 1.

Once the information has been reviewed, please go to Part 4 of the application form (Figure 3) to submit a completed application.

Terms and Conditions:

All applicants are asked to acknowledge they have read the Privacy Terms and Conditions outlined in Section 4.8:

To indicate that you have read the Terms and Conditions, applicants are required to tick the box provided in Part 3 of the online application form.

Submission process:

Applicants are able to submit a completed application to the OLT by selecting 'save and submit' option in Part 4 of the application form. Until an application is submitted using this button, the application has not been forwarded to the OLT 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 and a password. If you had previously saved the application in draft form, you would have already been notified of the reference number and password.

NOTE: if your computer screen remains on the application form and does not proceed to the dialogue box, please check that all mandatory fields have been completed. A red exclamation mark (!) will indicate the information that is missing (Figure 2).

Within three 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 by returning to the login screen of the application and entering your reference and password. Please refer to sections 5.3 and 5.4 of this document

NOTE: It is important that you check your files are attached before you select the Save and Submit option.

5.12 Centralised Submission of Applications

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

1. Advise applicants to save a draft of the application on the OLT Grants Portal. They will only be able to do so if they have attached documents to their application. Once the Save 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 OLT Grants Portal (see sections 5.3 and 5.4) and login to resume the application and enter the reference and password initially provided. Applications in draft form can be edited and amended.
4. To submit the application to the OLT, 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.

5.13 Problems in Submitting an Application

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 5:00pm (AEST/AEDT) 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.

Contacts

Mail address:

GPO Box 9880

SYDNEY NSW 2000

Phone: (02) 6240 0625

Fax: (02) 6267 4499

Requests for further information should be directed by email to learningandteaching@deewr.gov.au. Requests should provide appropriate contact information including the name, institution and phone number of the person seeking the information.

5.14 Definitions and Descriptions

Application – this term refers to proposals.

Consultation and collaboration – these two concepts can take a number of meanings and operate in different ways in different contexts. A useful discussion of these concepts is found in *Dissemination, Adoption & Adaptation of Project Innovations in Higher Education* (2005) (pp. 163-165).

Deliverable – in the context of the Grants Scheme a deliverable is a product or activity arising from the proposed project. Deliverables include workshops, reports, learning objects etc.

Dissemination – In the context of the Grants Scheme the definition in *Strategies for effective dissemination of project outcomes (2005)* will be applied:

“dissemination is understood to be more than distribution of information or making it available in some way. While embracing this aspect, dissemination also implies that some action has been taken to embed and upscale the innovation within its own context (discipline or institution) and/or to replicate or transform an innovation in a new context and to embed the innovation in that new context” (p. 2).

The Dissemination Framework is found at <www.altc.edu.au/dissemination> and more detailed exploration of the concept ‘dissemination’ is found in *Dissemination, Adoption & Adaptation of Project Innovations in Higher Education (2005)* (pp. 159-163)

Innovation – In the context of the Grants Scheme the definition in *Strategies for effective dissemination of project outcomes (2005)* will be applied:

“the term ‘innovation’ refers to an idea, product, process or service that adds value, is useful or transforms current practice in the context to which it is applied. ‘First-generation innovators’ are those who do or create something new or different. ‘Second-generation innovators’ are those who take an innovation from one context and replicate, adapt or transform it for use within a new context” (p. 2).

Intellectual Property Rights – includes all copyright (including rights in relation to phonograms and broadcasts), all rights in relation to inventions (including patent rights), plant varieties, registered and unregistered trademarks (including service marks), registered designs, circuit layouts, and all other rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields.

Outcome – in the context of applications under the Grants Scheme an outcome is an achievement which the project is designed to accomplish, preferably described in a form that is measurable or for which evidence can be provided. To prepare an outcome statement as part of a project proposal, the question that should be posed is: *what is the project designed to achieve and how will the project team know they have been successful?* A number of unplanned outcomes are likely from any project. These should be included in the final report along with the success in achieving the nominated project outcomes.

Partner Institution – partner institutions are those institutions that are actively engaged with the project through project team members. Institutions represented in an advisory process are not partner institutions.

Project Leader – the project leader is responsible to their institution for the project. They provide the intellectual leadership for the project and are the point of contact between the OLT and the project on matters of substance to the project.

Project Material – includes documents, equipment, software, goods, information and data stored by any means.

Project Team Member – team members are actively engaged in the ongoing project work. They contribute directly to the success of the project through the contribution of time and intellectual resources to the project.

6 Appendix 1: ELIGIBLE INSTITUTIONS

Under the Australian Government Other Grant Guidelines URL, 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.

Australian Catholic University

Avondale College (NSW)

Batchelor Institute of Indigenous Tertiary Education

Bond University

CQ University

Charles Darwin University

Charles Sturt University

Christian Heritage College

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

7 Appendix 2: APPLICATION CHECKLIST

Before submitting an application to the OLT Grants Program, please use the following checklist to review the following:

The online application form:	
Contact details have been provided (Sections 1 and 2)	<input type="checkbox"/>
Institutional endorsement has been provided (Section 3)	<input type="checkbox"/>
The correct priority area has been selected (Section 4)	<input type="checkbox"/>
Proposal:	
The application is written in 12pt font	<input type="checkbox"/>
Page lengths are within the limits specified in the application instructions	<input type="checkbox"/>
The project duration is within the period allowed for the priority area selected	<input type="checkbox"/>
Project evaluation is included in the timeline (only applies if funding >\$120,000)	<input type="checkbox"/>
Budget:	
The budget is within the range specified	<input type="checkbox"/>
The budget is staged (only applies if timeline is >12 months)	<input type="checkbox"/>
Personnel costs include level of appointment and hours per week or % time	<input type="checkbox"/>
Salary on-costs are included (maximum of 28%)	<input type="checkbox"/>
All costs are in whole dollars and exclude GST	<input type="checkbox"/>
The figures listed as totals (sub-totals, stage/year totals, total budget) are correct	<input type="checkbox"/>
Attendance at OLT events (\$3,000) is included in the budget. This is a mandatory item to be claimed in the Stage 1/Year 1 budget	<input type="checkbox"/>
The administration levy does not exceed 10% (to calculate, add all sub-totals and multiply by 10%)	<input type="checkbox"/>
OLT-funded teaching relief does not exceed \$35,000 per year per institution (also see Attachments below)	<input type="checkbox"/>
Project Evaluation included in the budget (only applies if funding >\$120,000)	<input type="checkbox"/>
Assets (e.g. computers, small electronic devices) are NOT included in the budget	<input type="checkbox"/>
Attachments:	
All attachments are named according to the instructions at section 5.5	<input type="checkbox"/>
All shading is removed from tables and timelines. This must be done to ensure the documents print clearly for the assessors	<input type="checkbox"/>
Letters of endorsement are attached from all partner institutions. Institutions cannot be listed as partners in the absence of letters of endorsement	<input type="checkbox"/>
Letters of support from heads of school are attached regarding requests for teaching relief or relief from normal duties, even when this does not involve OLT funding. A letter must be provided from each institution requesting teaching relief or relief from normal duties, including the lead institution	<input type="checkbox"/>

8 Appendix 3: KEY WEB LINKS

The following documents may be found on the ALTC website but will be available on the OLT website when it is released:

Assessment Reports (prior application rounds): www.altc.edu.au/grants-funding-available

Budget Template: www.altc.edu.au/grants-how-to-apply

Dissemination: www.altc.edu.au/dissemination

Evaluation Planning: www.altc.edu.au/extras/OLT-gsep/index.html.

Managing Your Project: www.altc.edu.au/managing-your-project

Additional Resources:

Report on the Proposals and Expressions of Interest from the First Call for Priority Projects Under the 'Curriculum Renewal' Priority, 2008 Professor Owen Hicks, 2009.

www.altc.edu.au/grants-funding-available#priority-projects

What's happening in Assessment? 2009 OLT, 2010.

www.altc.edu.au/resource-whats-happening-assessment-2009-OLT-2010