

# 2014 SEED PROJECTS

Program information and application  
instructions  
Version 1.0

Closing dates:

Round 1: Friday 8 November 2013

Round 2: Monday 16 June 2014



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## Changes from version 0.9

Throughout	The Leadership program has been removed and Leadership for Capacity Building has been added as a priority area
Section 3	Clarification that Expressions of Interest will not be accepted for Seed Projects.  Expansion of the definition of seed projects  Clarification of the statement relating to the amount institution support of less than \$10,000.  Addition of a definition of for an original idea
Section 3.3	Statement added regarding extensions to due dates for seed projects.
Section 3.4	Statement added regarding eligibility of staff members for grants funding
Section 4.3	Addition of a paragraph advising that the OLT portal allows for one team leader only
Section 4.4	Costs for editing of the final report are now a compulsory budget item
Sections 4.4, 7.6, 7.8	Clarification that funding for attendance at OLT events is not required for seed projects
Section 7	Screen shots and instructions updated to provide clarification from previous versions.
Sections 7.6, 7.10	A revision to the number of days it will take for a confirmation email to arrive – amended from three to ten business days
Appendix 1	Addition of resources from Ako Aotearoa, New Zealand’s National Centre for Tertiary Teaching Excellence
Appendix 2	Inclusion of a statement that endorsement letters should not exceed two pages



# 1 INTRODUCTION

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

The Australian Government has committed \$58.6 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 Industry, Innovation, Climate Change, Research, Science and Tertiary Education (Innovation).

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

In 2014, \$8 million (indicative) has been allocated to Grants programs, comprising the Innovation and Development program, Seed Projects, Extension Grants, and Strategic Priority Projects.

This document provides program information and application instructions for Seed Projects. Information about the other programs is available in separate documents in the [Grants and Projects](#) section of 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.

## 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 website 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 SUMMARY OF GRANTS PROGRAMS

In 2014, the OLT Grants programs comprise:

- Innovation and Development
- 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 design, student diversity, Aboriginal and Torres Strait Islander people and internationalisation.

Full details are included in the Innovation and Development Program information and application instructions, available from the [Grants and Projects](#) section of the OLT website.

**Closing dates:** Round 1: expressions of interest and full proposals, received via the online Grants Portal, no later than 5pm (AEST/AEDT), Friday 8 November 2014

Round 2 is **only** open to full proposals invited from successful expressions of interest in round 1. These proposals must be received via the online Grants Portal, no later than 5pm (AEST/AEDT), Monday 16 June 2014

**Funding:** \$5.0 million (indicative)

### 2.2 Seed Projects

Seed Projects are: pilot projects which test and evaluate an original idea, or stand-alone, small-scale projects, or projects which build the capacity of early career academics. An early career academic is one with no fewer than two and no more than five years' cumulative experience teaching in a higher education setting. Please see Section 3 *Seed Project Priorities* p. 4 for more details.

Applications can address any of the priorities in the Innovation and Development program or any other topic. Applications for Seed Projects will be accepted in both rounds in 2014.

**Closing date:** Round 1 applications received via the online Grants Portal, no later than 5pm (AEST/AEDT), Friday 8 November 2014

Round 2 applications received via the online Grants Portal, no later than 5pm (AEST/AEDT), Friday 6 June 2014

**Funding:** \$1.0 million (indicative)



## 2.3 Extension Grants

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

Full details are included in the Extension Grants program information and application instructions, available from the [Grants and Projects](#) section of the OLT website.

**Closing date:** Round 1 applications, received via email, no later than 5 pm (AEST/AEDT), Friday 4 April 2014

Round 2 applications, received via email, no later than 5 pm (AEST/AEDT), Friday 5 September 2014

**Funding:** \$400,000 (indicative)

## 2.4 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 2014.

**Funding:** \$1,500,000 (indicative)

## 2.5 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 SEED PROJECTS: PRIORITIES

Expressions of interest (EOI) will not be accepted for Seed Projects.

Seed projects can be:

- pilot projects which test and evaluate an original idea including those that plan to build into full proposals
- single-institution, small scale projects
- pilot projects
- projects to build the capacity of early career academics, including projects which are led by early career academics.

An early career academic is one with no fewer than two and no more than five years' experience teaching in a higher education setting. (This should be interpreted as five cumulative calendar years and includes all tutoring, part-time teaching, and teaching at other higher education institutions).

Original ideas are understood to be any which have not already been funded by one of the OLT's predecessor organisations, or by an institution. Projects that have received institutional support of less than \$10,000 may still apply for funding. Applicants must explain in their applications why the project is not eligible for internal funding.

There are two rounds of applications in 2014. Applicants can submit seed projects under any one of the priorities listed below for the Innovation and Development program or any other topic, in either round.

### 3.1 Program priorities

Applications can address any priority from the Innovation and Development Program or any other topic.

#### 3.1.1 Innovation and Development Program

- **Academic standards**

Applications should propose an examination of the basis of grading decisions and decisions about student performance and/or the development and description of a shared understanding of standards within one or more disciplines or fields of study at either the undergraduate or postgraduate level.

These should be collaborative projects, engaging a number of higher education institutions and must take into account the Tertiary Education Quality Standards Agency (TEQSA) operations and requirements.

- **Assessment and promotion of student learning**

Applications should propose an examination of one or more of the following:

- assessment moderation and benchmarking
- assessing postgraduate coursework students
- assessing students in practice settings
- developmental, diagnostic and summative assessment and feedback to students
- developments which build on completed predecessor bodies' projects related to student assessment
- innovative models of assessment and reporting student achievement

- **Curriculum design**

Applications should propose to design and model contemporary curricula that meet student and employer needs and provide the basis for ongoing personal and professional development for students.

Curriculum design proposals should integrate content-focussed discipline developments with learning and teaching innovations and address key issues such as:

- inclusivity
- promotion of cross- inter- or trans- disciplinary programs and pedagogies
- re-positioning or re-shaping of discipline-based courses
- revision of assessment practices in the context of curriculum development
- the evolution of the teaching model from first to final year
- the future direction and coverage of programs of study
- use of information and communication technologies
- work-integrated learning

While projects may develop new innovations where appropriate, emphasis should be given to the creative application of existing innovations in learning and teaching in higher education and should be of value to the sector, or groups of institutions within the sector. Proposals should include emphasis on the long-term sustainability of the curriculum design process. Applicants should also consider the impact and/or use of free online courseware on the contemporary curriculum.

Projects submitted under this priority could include aspects of the priority *Assessment and promotion of student learning*.

Projects arising from the work undertaken in the discipline scoping projects are encouraged.

Applicants are encouraged to consider partnerships with employers and/or employer groups.

- **Improving tertiary pathways**

Applications should propose to develop and model strategies for:

- maximising the outcomes for students engaging in transition between the vocational education sector and the higher education sector, or
- developing and modelling programs that work with schools to improve participation in higher education, or
- pathways to professional qualifications, to doctoral qualifications, or to other postgraduate study, or research pathways.

- **Improving Aboriginal and Torres Strait Islander people's higher education access and outcomes**

- Applications should propose projects which respond to the relevant recommendations of the [Review of Higher Education Access and Outcomes for Aboriginal and Torres Strait Islander People](#) (2012)

- **Innovative use of technology in learning and teaching**

Applications proposing the innovative use of technology in learning and teaching must include a one-page design brief (see Section 7.6).

Applications should propose:

- creative use of existing innovations in learning and teaching in higher education , or
- development of use of mobile solutions to support learning and teaching, or
- a rethinking of teaching and learning in a cyber environment

- **Internationalisation**

Applications should propose to develop and model the effective integration of international and/or intercultural dimensions into teaching and learning practice and address key issues such as:

- assessment practices in the context of internationalisation
- curriculum design
- intercultural competency
- learning support (including language support)
- transnational education

- **Leadership for capacity building**

Applications should propose outcomes which will enhance learning and teaching through leadership capacity building. All applications must clearly define leadership capacity for the purpose of the project and clearly explain the propose outcomes of the project. See Appendix 1 for further information.

Applications addressing the leadership capacity of Aboriginal and Torres Strait Islander peoples are encouraged. Applications addressing this area should respond to the relevant recommendations of the [\*Review of Higher Education Access and Outcomes for Aboriginal and Torres Strait Islander People\*](#) (2012).

- **Research and development**

A small percentage of funding will be reserved for applications which address an issue not featured in the other priorities but considered by the Standing Committee to be of national significance or addressing a major concern in a discipline area.

- **Strategic approaches to learning and teaching which enhance student access and progression, and respond to student diversity**

Applications should propose to develop and model approaches to learning and teaching which enhance student access and progression, through a direct response to student diversity: applicants should not assume that projects addressing students are, by implication, addressing 'student diversity'.

Applications addressing support for students from a low-SES background, or who are first-in-family to attend university, are particularly encouraged.

Applications addressing Aboriginal and Torres Strait Islander student and teacher support must be submitted under the new priority, Improving Aboriginal and Torres Strait Islander people's higher education access and outcomes.

## 3.2 Program funding

\$1.0 million (indicative).

## 3.3 Funding ranges and project duration

Seed Projects will be funded to a maximum of \$50,000.

**Duration:** up to one year.

A seed project is expected to be completed within 12 months and the OLT will only consider requests for extensions under exceptional circumstances.

The OLT reserves the right to ask for a proposal to be modified and/or re-submitted for decision, and not to receipt an application which does not comply with these instructions.

## 3.4 Eligibility of personnel

A staff member at any level and of any employment status may apply for a grant or be a team member of a project if the university is willing to support that person as a staff member. Students may also be included on project teams.

## 3.5 Application submission

Applications are submitted through the online Grants Portal. See section 9. Applicants **must** notify their institutional contact officer (ICO) of their intention to submit an application, and the ICO will in turn notify the OLT. If the OLT has not been advised by the ICO to expect a particular application, that application will not be receipted.

The OLT will publish a list of ICOs on its website.

## 3.6 Program information review

May 2014.

## 3.7 Round 1 closing date, 2015

November **2015**. Program information will be available in June 2014.

## 4 SELECTION CRITERIA

Seed Project applications must address the program criteria of the priority under which they are submitted. Applications submitted under the priority 'other' must meet the Innovation and Development Program criteria. Further information about the assessment process is in Section 5.3 *Assessment Process*.

### 4.1 Eligibility

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 the list of [eligible institutions](#).

### 4.2 Criteria for Innovation and Development Program

Applications submitted under this program's priority areas must address the following:

#### **Project Outcomes and Rationale**

- Clearly articulated outcomes and a clear argument demonstrating how the project will address one of the program priorities and contribute to the enhancement of learning and teaching in higher education

#### **Approach**

- A strong theoretical framework that is grounded in the literature
- A set of strategies which is considered, coherent and appropriate to the outcomes the project is designed to achieve
- An approach that is in general alignment with the commitments of the OLT and objectives under Section 3
- Alignment between plans for the dissemination/embedding of the successful strategies and outcomes and the project design

#### **Value/Need for Project**

- Potential usefulness of the project and its outcomes to any of the following:
  - the sector as a whole
  - particular kinds of organisations within the sector
  - the development of national approaches or policies related to learning and teaching in higher education
- Ways in which the project both utilises and advances existing national and international knowledge relevant to the program priority

#### **Project Management**

- A thorough approach to project management, including a preliminary allocation of responsibilities among the team members.

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

## Budget

- Budget justification appropriate to the project outcomes and importance.

## 4.3 Project Leaders and Project Teams

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

Individuals may not hold the substantive responsibility (e.g. project leader/director/fellow) for more than two externally-funded learning and teaching grants concurrently unless the DVC (Academic) approves a greater commitment and provides details of how the time will be allocated to enable the individual to carry out their responsibilities to the projects. While this restriction does not apply to project team members, care should be taken by individuals not to over-commit.

The OLT acknowledges that project leaders and team members will be required to allocate time to the successful implementation of a project. All project proposals must include a letter of support from the DVC (Academic) from the lead and partner institutions for the project leader(s) and every team member. A template is provided in Appendix 2. Letters of support must be included whether or not teaching relief or relief from normal duties has been requested from the OLT.

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

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

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

Note that the OLT Portal allows for one team leader only. If a project has shared leaders, this can be acknowledged in the original application but this will not be displayed on the Portal.

### Single Institution Projects

In keeping with the principles of diversity, collaboration and high impact, the principles for funding single institution projects are:

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

Proposals for single institution projects must clearly address these principles in addressing the Approach and Value/Need for the Project criteria.

## **Collaborative Projects**

Seed projects could involve partner institutions. Applications from consortia will need to be submitted under a lead institution which must be a higher education institution eligible to receive a grant under the [Australian Government Other Grant Guidelines](#). The lead institution must ensure each named collaborating institution/organisation has agreed to have its name put forward as a collaborating institution before submitting a project proposal. Failure to ensure the agreement of named collaborating institutions/organisations may result in the application being rejected by the OLT.

The lead institution must be authorised to act on behalf of all members of the consortia or collaborative group, and enter into agreements which are binding on them. For the purposes of the application, all consortia members and the lead institution should be clearly identified.

Formal collaborations or partnerships must be acknowledged in documentation regarding the project. Collaborating institution(s) will contribute substantially to the project, usually through a project team member. To acknowledge this commitment, project proposals must be endorsed in writing by way of a letter of endorsement from the DVC (Academic) or equivalent, of lead and collaborating/partner institutions before submission.

## **4.4 Budget Items and Purpose of Grant**

The grant is provided for the purpose of achieving the deliverables and outcomes of the project for which it is approved.

The budget can contain provision for:

- Salaries and on-costs. The rate used for on-costs is maximum of 28 percent
- Teaching relief/relief from normal duties – to a maximum of \$35,000 per year per institution for project leader and team members associated with a project
- Dissemination activities
- Travel associated with the project's conduct and/or dissemination
- Technical and expert support, evaluation and resources essential to the conduct of the project
- Remuneration of advisory or reference group members
- Maximum of 10 per cent for administration costs and overheads (institutional levy)
- Editing and desktop publishing of the final report.

The budget should not include an allocation of \$3,000 for attendance at OLT events.

Budgets must also include an allocation of \$1,000 for editing costs for the final report. All final reports must be professionally edited prior to submission.

Applicants may choose whether or not to build evaluation into their Seed Project design and budget.

Please check that your budget adds up. The line items must add up to the sub-totals, and the sub-totals must add to the grand total.

### **Non-approved use of the grant**

The grant cannot be used for:

- building works (including the purchase, construction, lease, renovation or fit out of premises)
- purchase of motor vehicles



- purchase of assets unless in exceptional circumstances specifically agreed to by the OLT in approving the grant (this restriction would normally include computers, small digital devices etc which should be provided by the institution/s as a contribution to the project)
- travel which is not directly related to achieving the outcomes of the project for which the grant was approved
- general recurrent funding.

## 5 APPLICATION INFORMATION

### 5.1 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 the list of [eligible institutions](#).

### 5.2 Application Process

There will be two calls for Seed Project applications in 2014.

Closing dates are:

- Round 1, Monday 25 February 2014
- Round 2, Friday 2 August 2014

Requests for applications 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 [Grants and Projects](#) section of the OLT website.

Institutions are encouraged to support applicants in preparing their applications.

Applicants **must** notify their institutional contact officer (ICO) of their intention to submit an application and the ICO will in turn notify the OLT. Only those applications notified by the ICO will be receipted by the OLT.

A [list of ICOs](#) is published on the OLT website.

Applications will be lodged via the OLT Grants Portal. Further information on the application process is located in Section 7 *Application Instructions* of this document.

The OLT reserves the right to ask for an application to be modified and/or re-submitted for decision, and not to receipt an application which does not comply with these instructions.

### 5.3 Assessment Process

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

- consider if an application complies with the requirements set out in this document
- assign assessors to review applications
- rank each application relative to the others on the basis of the assessors' reports.

The assessment of applications will be against the relevant criteria; 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 applications 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.

## 5.4 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); have received citations or awards; are ALTC Fellows, Discipline Scholars, project leaders or team members; or are senior, retired academics.

In selecting assessors, OLT staff take into account discipline expertise, learning and teaching expertise, experience assessing applications or nominations 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 an application if they took part in its preparation; and, where possible, assessors do not assess applications 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.

## 5.5 Notification of results of applications

Applicants will be advised of the results of their applications by email.

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

## 6 OPERATIONAL INFORMATION

### 6.1 Intellectual Property

#### Applications

All applications become the property of the Australian Government 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. The Department, 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 [Grants and Projects](#) section of 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.

### 6.2 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 in *Section 6.7 Reporting Requirements*. 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.

## 6.3 Formal Agreement

Lead institutions will be required to enter into an agreement with the Commonwealth, 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.

## 6.4 Funding

The initial grant payment (if more than one) must occur by end June or end December in the year for which the grant was approved. Funding for second payments 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.

## 6.5 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, the Department'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 Innovation'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.

## 6.6 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 DVC (Academic), or equivalent, of the institution/s concerned and written notification of the change and endorsement be provided to the OLT.

## **6.7 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 endorsed by the DVC (Academic) or equivalent.

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 from the OLT at least two weeks before the due date.

### **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.

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 is available from the [Grants and Projects](#) section of the OLT website.

Project teams are now required to budget and arrange for professional editing for Part 1 of the final report. More information is given in the Project Management Information instructions.

## **6.8 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

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

## 6.9 Reference Groups, Steering Committees and Project Advice/Support

As Seed Projects are of a shorter duration, you are not required to appoint a reference/steering group but you may do so if you wish.

### **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**

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.

### **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. International partners must agree to the conditions imposed in the funding agreement especially in relation to intellectual property.

## 7 APPLICATION INSTRUCTIONS

### 7.1 Overview

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

Applications will consist of two parts:

- the Application Form
- the Seed Project application and associated attachments.

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

Applicants should prepare applications 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.

In 2014, the OLT will only accept applications based on advice from the institutional contact officer (ICO) direct to the OLT. Only those applications notified by the ICO will be receipted by the OLT.

Applicants must not submit applications through the Grants Portal before obtaining institutional endorsement for the proposed project from the 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 in Section 8, to review the application prior to submission but are not required to submit the actual checklist.

### 7.2 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.

Please do not send applications by email.



## 7.3 Applications for Seed Projects

Applications for Seed Projects are limited to five A4 pages (including references) and are to be in 12 pt font (Arial or Calibri) (exclusive of the attachments mentioned below).

OLT recommends that margins are not too narrow to allow for printing. Attachments that exceed the specified page limits will have additional pages removed without consideration of content.

Applications should demonstrate that they meet the relevant program criteria, address a specific priority of the relevant program, and contain the following information:

- Aims (55 words in the online form)
- Abstract (155 words in the online form)
- Keywords (20 words in the online form)
- 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.

### **Attachments (maximum three files. Please combine documents.)**

As with the application attachment, these materials must also comply with specific page limits. Attachments that exceed the specified page limits will have additional pages removed without consideration of content.

- a letter of endorsement from the DVC (Academic) or equivalent of lead institution (see Appendix 2). The letter must explain how the project fits the institution's priorities
  - If the application has partner institutions, a letter must be provided from the DVC (Academic) or equivalent of each of the partner institutions
- a timeline, budget and budget justification are compulsory (limit one A4 page each). The format of the budget is set out below in Section 7.8 Budget.
  - Seed Project applications do not need to include an amount for attendance at OLT events.
  - Seed Project teams may choose whether or not to have an external evaluation.
- the qualifications, experience and proposed role in project management of the project leader(s) and project team (limit one A4 pages)
- 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.

## 7.4 Timelines

The timeline should assume that the project will begin on 1 August 2014 or 1 February 2015 (depending on the round in which funding is approved), immediately after the funding agreement administration has been concluded (1 July 2014 or 1 January 2015).

Timelines need to recognise the lead-up time required for projects 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.

## 7.5 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.

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 five 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 [Grants and Projects](#) section of 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. The sub-totals and line items may need to be adjusted to ensure the budget adds correctly.

Please double check the figures in your budget before you submit.

### **Completing the Budget Template**

#### **Staged funding**

All Seed Projects must be completed in one year. The *Budget Stage 2/Year 2* column must remain blank.

	Budget Stage 1/Year 1			Budget Stage 2/Year 2		
	OLT	Other	Total	OLT	Other	Total
		\$	\$		\$	\$
A. PERSONNEL						
<i>Sub total for section A</i>						
B. PROJECT SUPPORT						
<i>Sub total for section B</i>						
C. PROJECT ACTIVITIES						
<i>Sub total for section C</i>						
D. ATTENDANCE AT OLT EVENTS						
<i>Sub total for section D</i>						
E. INSTITUTIONAL OVERHEAD LEVY						
<i>Sub Total</i>						
<i>Total per Stage/Year</i>						
TOTAL PROJECT BUDGET	OLT	Other	Total			

The budget includes an option for 'other' sources of funding (Figure 6) 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.

### Budget sub-headings

Personnel:

## OLT Seed Projects 2014

Some institutions may have higher on costs. Applicants need to check with ICOs.

Teaching relief/relief from normal duties up to a maximum of \$35,000 per year per institution is allowed.

#### 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. Please note, the purchase of assets cannot to be included in the OLT budget.

#### 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:

It is not compulsory for seed projects to include an amount for attendance at OLT events.

#### 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 – 2014 Grants programs** will be available to download from the [Grants and Projects](#) section of the OLT website. The format provided is an Excel worksheet.

Upon completion of the budget spreadsheet, please copy the Excel budget into your application document.

## **7.6 Accessing the Online Grants Portal**

The Grants Portal can be accessed from the [Grants and Projects](#) section of the OLT website.

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.

## 7.7 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**

Home

About Awards Fellowships and Secondments Grants and Projects Networks Resource Library

Login to your Grants Online Portal or Resume an Application Draft

Application Reference Number: \*

Enter your ALTC Grant Application Reference Number.

Password: \*

Log in

Apply for a new grant

Please enter the following details to get started with your application

Project Title: \*

Institution: \*

- Select Institution -

Program: \*

- Select Program -

Project Leader

Title: \*

Mr

First Name: \*

Surname: \*

Email: \*

Apply now

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

If you have not previously been allocated a reference number and are commencing a new application, please ensure 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. As shown on the right-hand side of Figure 1, mandatory fields are marked with an asterisk.

The application will be created once the Apply now button has been selected and the reference number and password will be displayed at the top of the page (Figure 2) within the status message. The reference number and password are only displayed when the application is first created and you must make note of these details and store the information for future use. We recommend you print a copy of this page or save a screenshot.

**Figure 2: Creating an application**

Apply for Grant

STATUS

Thank you for pre-filling a draft application TRACEY TEST\_screenshots for guidelines\_Jun13' to the innovation & Development program.

Please continue filling in the application here, and click Save to save your progress.

You can resume and submit this application via our online portal at <http://www.olt.gov.au/grants/apply>

Your application reference number is: ID13-3248

Your password is: B8zkobVp

Please keep these details in a safe place as you will need them again.

Login details are displayed here when an application is first created

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

If you have previously created an application and saved the reference number and password, you will be able to resume your application using the fields on the left side of the Grants Portal (Figure 1).

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

Once an application has been submitted, you will no longer be able to add attachments or change the content of the online form. Please ensure you provide the correct information and attachments prior to submission.

### Application information

The first part of the application form (Figure 23) is for all the grant application details and files.

Figure 3: Grant details form (Part 1)

The form is titled "1. Grant Information" and is part of a four-step process: 1. Grant Information, 2. Grant People, 3. Terms & Conditions, and 4. Review/Submit.

**Project Title:** \*

**Institution:** \*

- None -

**Program:** \*

- None -

**Amount (ex GST):** \*

AUS\$

**Team Agreement:** \*

☐ No ☐ Yes

Are all team members in agreement with this proposal? See Section 4.10 in the Program Guidelines.

**Are you currently involved in any ALTC funded projects?** \*

☐ No ☐ Yes

**Does this application build on a previous ALTC project?** \*

☐ No ☐ Yes

**Partner Institutions:**

[Add more partners](#)

**Endorsed by:** \*

**Aim:** \* **Abstract:** \* **Keywords:** \*

↓

Words: 0 Maximum: 60 Minimum: 1

**Discipline:** \*

Agriculture, environmental and related studies  
Architecture and building  
Creative arts  
Education  
Engineering and related technologies

**Application Documents:** \*

[Browse...](#) [Upload](#)

Maximum file size: 10 MB  
Allowed extensions: .jpg .jpeg .gif .png .txt .doc .docx .xls .xlsx .pdf .ppt .pptx .pps .odt .ods .odp .mp3 .wma

[Browse...](#) [Upload](#)

Maximum file size: 10 MB  
Allowed extensions: .jpg .jpeg .gif .png .txt .doc .docx .xls .xlsx .pdf .ppt .pptx .pps .odt .ods .odp .mp3 .wma

Upload supporting documents for your application here. You must upload at least one.

[Add another document](#)

[Previous step](#) [Next step](#) [Save Draft](#) [Submit Application](#)

The OLT has specific requirements for each of the key fields in this section, including:

Title:	<p>Project names should be no more than 15 words long and should clearly and succinctly describe what the project will be doing.</p> <p>If the project is based in a discipline or field of study, this information must be included in the title.</p> <p>Do not use capitals except for proper nouns and the first word of the title</p>
Program:	<p>Select the name of the program under which the application is being submitted, i.e.: Innovation and Development or Seed Projects. You will need to use the drop down list provided.</p>
Priority Area:	<p>Select the program priority area being addressed by the application. Only one priority area can be selected and once selected, the text will be highlighted.</p>
Amount:	<p>State the amount of funding being requested from the OLT.</p> <p>Please do not add dollar signs, commas or decimal points. Only provide the figure being requested from the OLT.</p>
Partner Institution/s:	<p>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 DVC (A) or equivalent before they are included here.</p>
Endorsed By:	<p>Specify the name and position of the DVC (Academic) or their equivalent of the lead institution only (e.g. Professor Bob Smith, DVC Academic). This is a mandatory field.</p> <p>Details should be added for only one person. Please do not add the names of the endorsees from partner institutions or any other additional information.</p>
Aim:	<p>Provide a succinct outline of what the project has been designed to achieve (55 word limit) using simple language that avoid technical jargon. Please be careful if cutting and pasting from another document as the text will cut off at 55 words if you exceed the word limit.</p> <p>Please do not use dot points as this can corrupt the text once submitted.</p>
Abstract:	<p>Summarise the rationale/need for the project and what the project sets out to address/achieve (155 word limit). Please be careful if cutting and pasting from another document as the text will cut off at 155 words if you exceed the word limit.</p> <p>Please do not use dot points as this can corrupt the text once submitted.</p>
Key Words:	<p>To assist in analysis and web searches please list key descriptors/ search words (20 word limit).</p> <p>Please do not use initial capitals.</p>
Discipline:	<p>Using the drop-down list provided, select the discipline that most closely reflects the topic of your application.</p> <p>If the proposed project is not discipline specific, please select 'not disciplinary based'.</p>

Are you currently involved in any projects funded by ALTC or OLT?	Select Yes or No. If Yes, please provide details in the text box including the OLT reference number (eg: PP8-123), project title and the nature of your involvement (eg: team member).  Please note that you are required to provide details on the time you are able to allocate to the project outlined in the application.
Does this application build on a project funded by a predecessor body?	Select Yes or No. If Yes, please list the OLT project reference number and title in the text box provided.
All nominated team members are in agreement with the application.	Select Yes or No.  This is a mandatory field.

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

Part 2 of the application form (Figure 4) is for applicants to provide the contact details of key personnel. Key personnel include Project Leader, Institutional Contact Officer, Promoting Excellence Initiative (PEI) Leader, and Team Members.

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

Name & Email:	Enter the 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
Address:	Please include the address in full, including office and building number.

**Figure 4: Grant detail form (Part 2)**

The screenshot shows the '2. Grant People' tab of the application form. On the left, there is a sidebar with the following links: 'Edit Project Leader' (with a green checkmark), 'Edit ICO' (with a green checkmark), 'Add / Edit PEI', 'Add / Edit Project Manager', and 'Add / Edit Team Member'. The main form area contains the following fields and buttons:

- First Name:** \* (text input)
- Surname:** \* (text input)
- Title:** \* (dropdown menu, currently showing '- None -')
- Email:** \* (text input)
- Institution:** (text input with a small circular icon)
- Phone:** (text input)
- Mobile:** (text input)
- Fax:** (text input)
- Buttons:** 'Add', 'Cancel', and 'Delete' at the bottom right of the form area.

At the bottom of the page, there are four buttons: 'Previous step', 'Next step', 'Save Draft', and 'Submit Application'.

A list of ICOs is available on the OLT website <http://www.olt.gov.au/grants-and-projects/innovation-and-development>. If you are unaware of the name of your PEI, this field can be left blank.



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.

## 7.8 Attachments

You are required to attach a copy of the full application (Word or PDF) in Part 1, Grant Information (Figure 3).

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

- **Seed Projects: sd.institution.applicant.year**

For example: a Seed Project applications submitted by an applicant from RMIT University with the surname Smith would be named

'sd.rmit.smith.13'

Once you select the upload option, the revised file name must be entered into the description field (Figure 5).

**Figure 5: How to name attachments**

Download Document (14.89 KB)

14.89 KB  
application/pdf

Description:  
sd.acu.jones.13

Remove

Browse... Upload

Maximum file size: 10 MB

Allowed extensions: jpg jpeg gif png txt doc docx xls xlsx pdf ppt pptx pps odt ods odp mp3 wma

Upload supporting documents for your application here. You must upload at least one.

Add another document

Try to keep your application to one attachment. 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.: **seed.institution.applicant.year.section**. For example: seed.rmit.smith.13.sect1 or seed.rmit.smith.13.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.

## 7.9 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.

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 Section 8.

Once the information has been reviewed, please go to Part 4 of the application form (Figure 4) to submit a completed application. You are not required to submit a copy of the completed checklist

#### **Terms and Conditions:**

All applicants are asked to acknowledge they have read the Privacy Terms and Conditions.

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 status message will appear, indicating your application has progressed to the next stage of processing.

NOTE: if your computer screen remains on the application form and does not proceed to the status message, please check that all mandatory fields have been completed. A red error message will indicate the sections that are missing and the sections will also be highlighted red (Figure 7).

**Figure 7: Difficulty submitting application**

The screenshot displays the '4. Review/Submit' tab of the OLT application form. A prominent pink error banner at the top lists the following issues:

- Priority Area field is required.
- Amount (ex GST) field is required.
- Aim field is required.
- You must [fill in Aim](#) before you can submit or save a draft.
- This content has been modified by another user, changes cannot be saved.

The form fields are as follows:

- Project Title:** TRACEY TEST\_screenshots for guidelines\_Jun13
- Institution:** Australian Catholic University
- Program:** Innovation & Development
- Priority Area:** A dropdown menu with several options. The first three options are highlighted in red: 'Leadership capacity of Aboriginal and Torres Strait Islander people', 'Academic standards', and 'Assessment and promotion of student learning'.
- Amount (ex GST):** A text box with 'AUS\$' and a red border.
- Partner Institutions:** Two empty text boxes with an 'Add more partners' button below them.
- Endorsed by:** Professor T Tester, DVC (Academic)
- Aim:** A text box with a red border.
- Abstract:** A text box with a red border.
- Keywords:** A text box with a red border.

Within ten 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 for a receipt. If you do not receive the reference or email confirmation, please contact the OLT directly.

Please note that once an application is submitted, applicants will not be able to add any further attachments. Please ensure that all of the correct attachments are provided at the time of submission.

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

## 7.10 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 and provide the relevant reference number and password for your records. It is important that you keep a record of this information as it will enable you to edit the draft file as often as you wish prior to submission.
2. Access the OLT Grants Portal and login to resume the application and enter the reference and password initially provided. Applications in draft form can be edited and amended.
3. To submit the application to the OLT, check that all necessary files are attached and then select Save and Submit.
4. Once an application has been submitted, a status message will appear, indicating the application has progressed to the next stage of processing.

An email receipt will also be sent (within ten 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 if this is not received. If you do not receive the reference or email confirmation, please contact the OLT directly.

## 7.11 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.

## 8 SEED PROJECTS APPLICATION CHECKLIST

Before submitting an application for a Seed Project, please use the checklist to review the following:

<b>The online application form</b>	
<u>Grant Information</u>	
Amount does not contain commas or decimal points (e.g. 47000)	<input type="checkbox"/>
Correct program, priority area and discipline selected	<input type="checkbox"/>
Aim (max 55 words); Abstract (max 155 words); Keywords (max 20 words)	<input type="checkbox"/>
In currently involved in any OLT funded projects, reference of funded project and title provided accurately	<input type="checkbox"/>
If application builds directly on a previous OLT project, reference of funded project and title provided accurately	<input type="checkbox"/>
Institutional endorsement provided by lead institution's DVC (A) or equivalent; title, name and position provided clearly	<input type="checkbox"/>
<u>Grant People</u>	
Contact details have been provided for project leader, ICO, PEI and team members	<input type="checkbox"/>
<u>Review/Submit</u>	
Please submit a maximum of three files. Check that the files are attached to the application properly before submitting application	<input type="checkbox"/>
<b>Application document</b>	
The application is written in 12 pt font	<input type="checkbox"/>
Page lengths are within the limits specified in the application instructions (excess pages will be removed by OLT staff)	<input type="checkbox"/>
<b>Attachments (maximum of three files)</b>	
Page lengths are within the limits specified in the application instructions (excess pages will be removed by OLT staff)	<input type="checkbox"/>
All attachments are named according to the instructions	<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"/>
<b>Timeline</b>	
The project duration is one year; commencing on 1 August 2014 or 1 February 2015 (depending on the round in which funding is approved)	<input type="checkbox"/>
<b>Budget</b>	
The budget is for one year	<input type="checkbox"/>
Detailed budget justification is provided	<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 not mandatory for Seed Projects	<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/relief from normal duties does not exceed \$35,000 per year per institution	<input type="checkbox"/>
Assets (e.g. computers, iPads etc) are NOT included in the budget	<input type="checkbox"/>
<b>Institutional endorsement</b>	
The lead institution's contact officer (ICO) has included the application on the list to be provided to the OLT.	<input type="checkbox"/>
DVC (Academic) letters of endorsement are attached from lead and all partner institutions. <b>Institutions cannot be listed as partners in the absence of letters of endorsement</b>	<input type="checkbox"/>
Endorsement letter used the mandatory proforma in Appendix 2 and specifically states how the project fits the institution's priorities	<input type="checkbox"/>

In summary, your application consists of:

	<i><b>EOI</b></i>	<i><b>Full Proposal</b></i>	<i><b>Seed Project</b></i>
Online form	Yes	Yes	Yes
Narrative	Three pages	10 pages	Five pages
Timeline, budget and budget justification		Maximum four pages total	Maximum three pages total
Brief bios and experience of team members including proposed role in project	Maximum one page	Maximum three pages	Maximum one page
Design specs, if relevant		Maximum one page	Maximum one page
Letter of support from DVC A or equivalent at lead and partner institutions		Maximum two pages per letter.	Maximum two pages per letter.

## 9 DEFINITIONS AND DESCRIPTIONS

**Application** – this term refers to proposals, EOIs or Seed Project applications.

**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](http://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 application, 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.

## 10 CONTACT DETAILS

[learningandteaching@deewr.gov.au](mailto:learningandteaching@deewr.gov.au)

Phone: (02) 6240 0625

Fax: (02) 6267 4499

Street Address:

Level 10, 255 Elizabeth Street

SYDNEY NSW 2000

Mailing address:

GPO Box 9880

SYDNEY NSW 2001

## Appendix 1: Key Web Links

The following documents may be found on the OLT website.

- Assessment Reports (prior application rounds):  
<http://www.olt.gov.au/grants-and-projects/seed-projects>
- Budget Template:  
<http://www.olt.gov.au/grants-and-projects/programs-and-applications>
- Dissemination:  
<http://www.olt.gov.au/grants-and-projects/dissemination>
- Evaluation Planning:  
<http://www.olt.gov.au/evaluation>
- Managing Your Project:  
<http://www.olt.gov.au/grants-and-projects/project-management>

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:

<http://www.olt.gov.au/system/files/Analysis%20of%20%20CR%20applications%20Hicks%202009.pdf>

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

<http://www.olt.gov.au/resource-whats-happening-assessment-2009-altc-2010>

A tertiary practitioner's guide to collection evidence of learner benefit, Anne Alkema, for Ako Aotearoa, 2011

<http://ako.aotearoa.ac.nz/download/ng/file/group-4/a-tertiary-practitioners-guide-to-collecting-evidence-of-learner-benefit.pdf>

Creating sustainable change to improve outcomes for tertiary learners: a framework for thinking and projects in tertiary education, Anne Alkema, for Ako Aotearoa, 2012

<https://ako.aotearoa.ac.nz/download/ng/file/group-4/creating-sustainable-change-to-improve-outcomes-for-tertiary-learners.pdf>



Useful background information for leadership applications:

- Ideas of leadership underpinning proposals to the Carrick Institute: a review of proposals under the *Leadership for Excellence in Learning and Teaching Program* – Professors Don Anderson and Richard Johnson, 2006.  
[http://www.olt.gov.au/system/files/grants\\_leadership\\_occasionalpaper\\_andersonandjohnson\\_nov06.pdf](http://www.olt.gov.au/system/files/grants_leadership_occasionalpaper_andersonandjohnson_nov06.pdf)
- *Issues in the development of leadership for learning and teaching in higher education* – Professor Stephen Marshall.  
[http://www.olt.gov.au/system/files/grants\\_leadership\\_occasionalpaper\\_stephenmarshall\\_nov06.pdf](http://www.olt.gov.au/system/files/grants_leadership_occasionalpaper_stephenmarshall_nov06.pdf)
- Leadership and the impact of academic staff development and leadership development on student learning outcomes in higher education: A review of the literature – Deborah Southwell and Wendy Morgan, 2009.  
[http://www.olt.gov.au/system/files/ALTC\\_report\\_Lit-review\\_29Sep09\\_FIN.pdf](http://www.olt.gov.au/system/files/ALTC_report_Lit-review_29Sep09_FIN.pdf)
- *Leadership for Excellence in Learning and Teaching in Australian Higher Education: Review of the ALTC Program 2006 – 2008*, Emeritus Professor Lesley Parker, 2008.  
[http://www.olt.gov.au/system/files/resources/review\\_leadershipprogram\\_parker\\_2008.pdf](http://www.olt.gov.au/system/files/resources/review_leadershipprogram_parker_2008.pdf)
- ALTC Leadership for Excellence in Learning and Teaching: Completed and continuing leadership projects May 2011  
[http://www.olt.gov.au/system/files/Completed%20and%20continuing%20leadership%20projects%202011\\_May%2011\\_0.pdf](http://www.olt.gov.au/system/files/Completed%20and%20continuing%20leadership%20projects%202011_May%2011_0.pdf)

## Appendix 2: Proforma for letters of support

### Proforma for lead institution

Endorsement letters must not exceed two pages

The use of this proforma is mandatory.

Letter of support from the DVC (Academic) or equivalent must be on the institution's DVC(A)'s letterhead.

Letter from the lead institution must include the following:

- Title, name and position of the project leader(s) and team members from that institution (if any)
- Title of the application
- The aims of the project, if funded
- How the project will fit within the institution's aims and priorities
- That the institution will support the time commitment of the project leader and team members from that institution (if any) as indicated in the budget/budget justification

### Certification by the DVC(A) or equivalent

I certify that the application:

- Meets the eligibility criteria as specified in the relevant 2014 program and operational information, and application instruction
- Complies with the relevant 2014 program and operational information, and application instructions and if the application is successful [name of lead institution] agrees to abide by the terms of the funding agreement
- [Name of lead institution] will notify OLT if there are any changes in the project leader's circumstances which may impact on his/her eligibility to participate in, or ability to perform, the project subsequent to the submission of this application

### Signature(s) of DVC (A) or equivalent

## **Proforma for partner institution(s)**

Endorsement letters must not exceed two pages

The use of this proforma is mandatory.

Letter(s) of support from the DVC (Academic) or equivalent must be on the institution's DVC(A)'s letterhead.

Letter(s) from the partner institution(s) must include the following:

- Title, name and position of the project leader
- Title, name and position of team member(s) from that partner institution
- Title of the application
- The aims of the project, if funded
- How the project will fit within the institution's aims and priorities
- The institution will support the time commitment of the team member(s) as indicated in the budget/budget justification

### **Certification by the DVC(A) or equivalent**

I certify that:

- If the application is successful [name of partner institution] agrees to abide by the terms of the funding agreement
- [Name of partner institution] will notify OLT if there are any changes in the team member(s)' from the [Name of partner institution] circumstances which may impact on his/her eligibility to participate in, or ability to perform, the project subsequent to the submission of this proposal

### **Signature(s) of DVC (A) or equivalent**