

## Deakin University procedure for Office for Learning and Teaching Grants – Round 2 2014

The Learning, Research and Evaluation (LRE) team provide an internal endorsement process prior to applicant submission to the Office for Learning and Teaching (OLT) grants Round 2 2014.

**Please note** - The OLT will only accept applications endorsed by the Institutional Contact Officer (ICO), Learning Research and Evaluation, Deakin Learning Futures.

If you intend to apply in Round 2 please note the following procedure and due dates.

<b>Seed Projects</b>		
<b><i>Date</i></b>	<b><i>Milestone</i></b>	<b><i>Responsibility</i></b>
Friday 21 March by COB	Applicant <i>must</i> register intention to submit a proposal to <a href="mailto:learningresearch@deakin.edu.au">learningresearch@deakin.edu.au</a> .	Applicant and LRE
<b>Monday 28 April by COB</b>	Submit proposal EOI to <a href="mailto:learningresearch@deakin.edu.au">learningresearch@deakin.edu.au</a>	Applicant
	Feedback on EOI provided	LRE
Tuesday 13 May to Tuesday 27 May	Applicant request for DVC(E) Letter of Support, must include a one page draft letter written as per the letter proforma (see OLT instructions). Please send your request to <a href="mailto:learningresearch@deakin.edu.au">learningresearch@deakin.edu.au</a>	Applicant
27 May by COB	Final draft proposal due; LRE provides proofing and compliance* check. Send to <a href="mailto:learningresearch@deakin.edu.au">learningresearch@deakin.edu.au</a>	LRE
<b>Monday 16 June by COB</b>	Applicant responsible for upload to OLT grants portal and for application meeting OLT instructions and application requirements	Applicant

**\*Compliance check – LRE will proof and check the document is set out according to OLT requirements; however, the applicant has sole responsibility for the final document meeting OLT application instructions and grant portal upload requirements.**

The OLT *will reject* any application that does not meet the application instructions and will not enter into discussion if your proposal is rejected.

If you have any queries please contact Lisé Baker on 5247 9111 or [email](#)