2015 Educational Innovation Grants
Guidelines and forms

In 2015, approximately $800K is available to support educational innovation projects in faculties. The purpose of this funding is to support initiatives for quality improvement and innovation in teaching and learning. Both the Small and Large Educational Innovation Grants are intended to support faculty or cross faculty activities that involve the creative application of existing approaches and technologies or the development of novel approaches and technologies to one or more units of study in order to improve students’ learning experiences. In both cases, the impact may be in one or a collection of units of study; the difference between the two types of grants is intended to reflect the level of support required to achieve the proposed outcomes.

All applications for Educational Innovation Grants will be assessed according to the 2015 Guidelines outlined in this document.

Grant types
- **Small Educational Innovation (SEI) Grants**
  Funding of up to $10,000 is available to support small educational innovation projects.
- **Large Educational Innovation (LEI) Grants**
  Funding of up to $35,000 is available to support large educational innovation projects.

Grant categories
Small and Large Educational Innovation Grants categories:
- **Category A**: development of novel approaches and technologies.
- **Category B**: creative application of existing approaches and technologies.
- **Category C**: broader adoption and implementation or upscaling and deploying.

Funding rounds
In 2015, applications for the Educational Innovation Grants are invited from faculty staff in all Divisions and will be considered in 2 funding rounds:
- **Round 1: Small Educational Innovation Grants**
  Applications open on Monday 11 May and close on Tuesday 14 July.
  Round 1 will be for Category A and B projects. Each grant will be for up to $10,000.

- **Round 2: Small and Large Educational Innovation Grants**
  Applications open on Monday 20 July and close on Thursday 27 August.
  Round 2 will be for Category A, B and C projects in both Small and Large Educational Innovation Grants.

Strategic priorities
Applications should align with the University of Sydney 2011-2015 Strategic Plan and develop the following:
- ‘Engaged enquiry’ as a mode of learning;
- More effective approaches to feedback and assessment;
- Deeper learning engagement through effective class and/or peer interaction; and
- Creative use of existing technologies or approaches or the development of new technologies or approaches to improve the quality and effectiveness of learning experiences and learning outcomes.

Selection criteria
Selection criteria as applied to each of the 3 grant categories include:
1. Convincing scholarly rationale supporting the innovation.
2. Appropriate evidence of how the proposal will improve the quality and effectiveness of students’ learning experiences and the quality of learning outcomes.
3. How expected outcomes align with strategic priorities.
4. Expected impact and reach (numbers of students and Units of Study).
5. Evaluation Plan.
6. How the innovation will be sustained or embedded beyond project completion.
Each application will be assessed according to the selection criteria applied to each grant category:
Category A will be assessed on criteria 1 to 5
Category B will be assessed on criteria 1 to 5
Category C will be assessed on criteria 1 to 6

Application instructions
- All applicants must be full-time or part-time faculty staff.
- All applicants must complete the application form and proposal outline provided in this document.
- All applications need to be ranked by their Division. Applications submitted but not ranked by their Division will not be considered by the Selection Panel.
- Applicants should contact their Associate Dean (Learning and Teaching) for faculty internal submission dates to ensure their application is ranked.
- All applications must be submitted online as a single PDF document by the relevant closing date.

Divisional ranking process
Each application needs to be ranked by the relevant Division. Therefore Faculties and Divisions may have internal submission dates.

It is recommended that Associate Deans (Learning and Teaching) hold Divisional ranking meetings no later than the week prior the application deadline for each round. This could provide Associate Deans (Learning and Teaching) the opportunity to provide feedback to applicants before the closing dates for each round: Tuesday 14 July for Round 1, and Thursday 27 August for Round 2.

A template, including instructions, to assist with the Divisional ranking process is provided at the end of this document. All Divisions should use the template and follow the instructions provided.

Timeline
Round 1: Small Educational Innovation Grants
- Applications open on Monday 11 May and close on Tuesday 14 July.
- Information session for intending applicants: Wednesday 20 May at 2.30pm to 3.30pm, General Lecture Theatre K2.05, Quadrangle (A14).
- The outcome will be announced in the Staff News by Monday 3 August.
- Successful projects are expected to commence in August 2015 and completed by 30 June 2016.

Round 2: Small and Large Educational Innovation Grants
- Applications open on Friday 17 July and close on Thursday 27 August.
- Information session for intending applicants: Friday 24 July at 11am to 12pm, General Lecture Theatre K2.05, Quadrangle (A14).
- The outcome will be announced in the Staff News by Monday 21 September.
- Successful projects are expected to commence in November 2015 and completed by October 2016.

Advice
Staff from the Education Portfolio and ICT will hold information sessions for intending applicants on:
Round 1: Wednesday 20 May at 2.30pm to 3.30pm, General Lecture Theatre K2.05, Quadrangle (A14).
Round 2: Friday 24 July at 11am to 12pm, General Lecture Theatre K2.05, Quadrangle (A14).

Staff from the Education Portfolio (Sydney eLearning, the Institute for Teaching and Learning (ITL), the Learning Centre (LC), the Mathematics Learning Centre (MLC)), and ICT are available to provide advice to applicants on request.

Selection process
The Selection Panel will assess applications using the selection criteria and the Divisional rankings.

In 2015, the Selection Panel will comprise:
- DVC (Education), or nominee (Chair)
- Two Associate Deans (Teaching and Learning) nominated by SEG Education
• One other academic staff member nominated by SEG Education
• Chief Information Officer (ICT), or nominee
• Director, ITL (Round 1)
• Director, eLearning (Round 1)
• Director, Educational Innovation (Round 2)

The Selection Panel will report outcomes and recommendations for each round to SEG Education, SEG and any other relevant committees as appropriate.

The Selection Panel will announce the outcomes for each round, in the Staff News according to the timeline specified.

**Reporting requirements for successful applications**

Projects awarded in:

- Round 1 will usually commence in August 2015 and be completed by 30 June 2016. A progress report will be due in January 2016 and a final report in June 2016.
- Round 2 will usually commence in January 2016 and be completed by December 2016. A progress report will be due in May 2016 and a final report in December 2016.

Reports will take the form of a 1-3 page report that includes a financial report on expenditure and key project outcomes. A template will be provided. Completion of the project, expenditure of allocated funds and reporting is a condition of eligibility for future funding schemes. Any funds not expended by the end of the project will be returned to the Education Portfolio. Project outcomes and reports may be considered by SEG Education.

Successful applicants will work with the University to disseminate the report and outcomes of their projects and could involve working with the Media Office.

**Submission**

Applicants should contact their Associate Dean (Learning and Teaching) for faculty internal submission dates.

Completed applications which have been ranked by their Division must be submitted online by:

**Round 1: Small Educational Innovation Grants close on 14 July.**
**Round 2: Small and Large Educational Innovation Grants close on 27 August.**

Divisional rankings must be submitted to dvc.education@sydney.edu.au.

**Questions**

Questions about the application or Divisional ranking processes can be directed to dvc.education@sydney.edu.au or 9351 5200.
2015 Educational Innovation Grants
Application Form

- **Round 1: Small Educational Innovation Grants**
  Applications open on Monday 11 May and close on Tuesday 14 July
- **Round 2: Small and Large Educational Innovation Grants**
  Applications open on Monday 20 July and close on Thursday 27 August

Applications are submitted online at: [sydney.edu.au/ei-grants](http://sydney.edu.au/ei-grants)

### Project title

### Grant Category *(please select grant category)*
- □ Category A
- □ Category B
- □ Category C *(only for Round 2)*

### Project budget total

### Faculty RC for funding allocation

### Contact details *(for principal applicant, usually also the project leader)*

- **Title**
- **First name**
- **Last name**
- **Faculty and Division**
- **Email**
- **Phone**

### Grant partners *(to a maximum of five), if any*

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### Principal Applicant's Declaration

I (print name of principal applicant) …………………………………………………………… agree to provide a brief project report, including report on expenditure, as per funding round specifications.

Signature: ____________________________ Date: ____________________________
Proposal outline

All applications need to include a proposal outline which is no more than 3 pages. Proposals outlines should be appended to the application form and include these six headings:

Rationale
A convincing scholarly rationale supported by appropriate evidence of how the proposal will improve the quality and effectiveness of students’ learning experiences and the quality of learning outcomes. The reference list should be within the three pages.

Selection Criteria
Address the selection criteria for the relevant category A, B or C.

Outcomes
Expected outcomes, including likely number of students affected.

Evaluation plan
In addition to meeting the reporting requirements for the Educational Innovation Grants how will the project be evaluated to measure the outcomes.

Timeline
Briefly outline the project timeline.

Budget and resources for success
With the budget include a budget justification to explain the expenditure requested. The budget should reflect the actual amount you need to support the project. Note that funding is not provided for travel, attendance at conferences or equipment.

If the proposal requires support from the Education Portfolio (Sydney eLearning, the Institute for Teaching and Learning (ITL), the Learning Centre (LC), the Mathematics Learning Centre (MLC)), and/or ICT please make contact with the relevant group to discuss the project plan prior to submission of the application. Please include reference to advice provided and the resources required.

Before submitting, please ensure that your application:
- Does not exceed 4 pages (application form 1 page and proposal outline up to 3 pages).
- Is typed in 11 point font.
- Is collated for submission as a single PDF.
- Has been ranked by your Division. Applications which do not appear on a Divisional ranking list will not be considered by the Selection Panel.

Completed applications which have been ranked by their Division must be submitted online by the closing date.

Round 1: Small Educational Innovation Grants close on 14 July.
Round 2: Small and Large Educational Innovation Grants close on 27 August.
2015 Educational Innovation Grants
Divisional Ranking template

Divisional Rankings are submitted to dvc.education@sydney.edu.au by:
- Round 1: Small Educational Innovation Grants - 16 July.
- Round 2: Small and Large Educational Innovation Grants - 27 August.

**Instructions**
- Associate Deans (Teaching and Learning) are encouraged to engage successful teaching and learning scholars in the Division, who have achieved and contribute beyond the university, in the ranking process.
- Those who are named in applications cannot be part of the ranking process. Associate Deans, if applying, would need to defer to another Associate Dean from the Division.
- It is recommended that Divisional ranking meetings are held no later than the week prior the application deadline for each round.
- Each Division is required to rank each application from first to last irrespective of category or type (i.e. Small and Large grant proposals are not to be ranked separately or by category A, B, or C). If a Division receives 20 applications the application with the highest strategic significance for the area would typically be ranked no.1 and that of lowest strategic significance would be ranked no.20. Rankings cannot include equal positions (i.e. no equal first rankings can be made).
- Also rate each application: (1) must fund, (2) consider funding, (3) funding not warranted at this time. In the case of (3) where by funding is not warranted at this time please include explanation.
- For cross Divisional projects, the application should be ranked by the primary/lead Division (usually that of the project leader). The Selection Panel will seek advice from partner Divisions as appropriate.

Name of Division

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Associate Deans (Learning and Teaching) and other staff attending Divisional ranking meeting

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