THE UNIVERSITY OF NOTRE DAME AUSTRALIA

Policy:

Seed Grants for Scholarship of Teaching and Learning (SoTL) Projects

Effective: 29 August 2019

Audience: Staff

Policy Category: Management
Policy Sub-category: Human Resources

Key words:	grant, funding, scholarship of learning and teaching
Policy Owner:	Deputy Vice Chancellor, Academic
Responsible Officer:	National Director, Learning and Teaching Office
Review Date:	August 2022

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1 OBJECTS OF THE UNIVERSITY

The University's Objects are defined in Section 5 of its Act of Parliament.

The Objects of the University are:

(a) the provision of university education, within a context of Catholic faith and values; and

(b) the provision of an excellent standard of -

i. teaching, scholarship and research;

ii. training for the professions; and

iii. pastoral care for its students.

2 PURPOSE

2.1 The Seed Grants for Scholarship of Teaching and Learning (SoTL) Projects (**Policy**) outlines the principles of seed funding for SOTL projects at The University of Notre Dame Australia (**University**).

3 SCOPE

3.1 This Policy applies to teaching staff of the University. Whilst there may be general staff involved in the project team, a teaching staff member must identify as the project lead. Learning and Teaching Office (**LTO**) staff members can act as a "critical friend" to provide advice and support to the project team but cannot form part of the official project team nor be named as a project team member.

4 PRINCIPLES

4.1 Seed Grants administered through the Learning and Teaching Office provide funding to assist Educator Scholars to conduct University based SoTL projects.

4.2 Grant applicants are encouraged to work with a "critical friend" to provide advice and direction throughout the course of the project. The critical friend may be a member of LTO staff or a colleague who has previously received funding for a Learning and Teaching research project.

4.3 Seed Grants aim to support teaching staff investigate, develop, implement, evaluate and disseminate innovations in their teaching and learning. Seed grants also provide the opportunity for staff with an intention to develop a future funded project (beyond the scope of a seed grant) to pilot an innovative learning and teaching idea.

4.4 Projects must be aligned to the University Learning and Teaching Plan.

4.5 The maximum amount of funding available in a given year will be determined during the annual Learning and Teaching Office budgeting process and notified at the time the call for applications for funding is made.

4.6 To be considered for Seed Grants, applications must meet the explicit funding criteria as

outlined in the document *Procedure: Seed Grant for Scholarship of Teaching and Learning Projects.*

4.7 Ethics clearance must be sought from the University's Human Research Ethics Committee as part of the application process, where relevant.

4.8 Seed Grant applications will be assessed by the Seed Grant for SoTL Projects Funding Selection Panel, who will make recommendations to the DVC, Academic. The decision-making process will be transparent.

4.9 A former recipient of Seed Grant funding may be offered funding in a subsequent round depending on the outcomes of their previous funding and the competitive processes in a specific round.

4.10 SoTL project results must be disseminated to the University community within twelve months of project implementation, and beyond where appropriate.

4.11 Seed Grants must not be used to support the operating budgets of research projects; to buy out teaching time (unless approval is sought from the Dean); or to fund accommodation or travel expenses. The expertise of a "critical friend" cannot be funded by the Seed Grant.

4.12 Any unexpended funds will be retained by the University upon the termination of employment of the recipient for whatever reason, or beyond the stipulated time limit for use of the funds.

5 ROLES AND RESPONSIBILITIES

5.1 ***Learning and Teaching Office*** has responsibility for the administration of Seed Grant for SoTL Projects including:

(a) Ensuring that the correct and timely processes are followed;
(b) Making the decision whether to fund applications, in consultation with the Deputy Vice Chancellor Academic (or delegate) and on the recommendation of the Seed Grant for SoTL Funding Selection Panel;
(c) Managing Seed Grant funding.

5.2 ***Seed Grant for SoTL Funding Selection Panel*** has responsibility to ensure that the decisions are transparent and defensible.

5.3 ***Recipients of Seed Grant Funding*** have responsibility to ensure that they follow conditions set out in this Policy and adhere to processes and timeframes set out in the accompanying *Procedure: Seed Grant for Scholarship of Teaching and Learning Projects*.

6 RELATED DOCUMENTS

6.1 *Procedure: Seed Grant for the Scholarship of Teaching and Learning (SoTL) Projects*
6.2 *Policy: Code of Conduct for Research*
6.3 *Policy: Research Integrity*

6.4 *Higher Education Standards Framework (Threshold Standards) 2015*
6.5 *Guideline: Hospitality Expenditure*
6.6 *Policy: Authorities and Delegations, Schedule B Financial Delegations*
6.7 National Statement on Ethical Conduct in Human Research
6.8 *Australian Code for the Responsible Conduct of Research 2018*

7 DEFINITIONS

7.1 For the purpose of this Policy, the following definitions apply*:*

Educator scholar means a person working to improve their learning and teaching practice through scholarly engagement and by making their work open to "critical review and accessible for exchange and use by other scholars" (Collins, 2003, p. 135). This can include both academic and general staff.

Innovation means a new and original idea, or an existing idea approached in a new way.

Pilot means a period of time set aside to trial an innovation at an early stage, and to monitor outcomes in order to influence a future decision on its ongoing efficacy.

Scholarship of Teaching and Learning (SoTL) means research into the theory or practice of teaching and learning.

Version	Date of approval	Approved by	Amendment
1	12 December 2018	Vice Chancellor	Effective date – new Policy.
2	29 August 2019	Vice Chancellor	Inclusion and clarification of "critical friend" role in Scope and Principles.