THE UNIVERSITY OF NOTRE DAME AUSTRALIA

Procedure:

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

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Audience: Staff

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Policy Sub-category: Human Resources

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Procedure Owner:	Deputy Vice Chancellor, Academic
Responsible Officer:	National Director, Learning and Teaching Office
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1 PURPOSE

1.1 This Procedure describes the Seed Grant for Scholarship of Teaching and Learning Project funding cycle, including applying for and managing Seed Grant funding, funding criteria, and expectations and responsibilities of Seed Grant recipients at The University of Notre Dame Australia ('**University**') and supports implementation of the *Policy: Seed Grants for Scholarship of Teaching and Learning (SoTL) Projects*.

1.2 Seed Grant funding is intended to assist in the development and implementation of learning and teaching projects designed to respond to a learning and teaching problem or challenge facing an educator scholar at the University.

2 RELATED POLICIES

This Procedure should be read in conjunction with the following policies:

2.1 *Policy: Seed Grant for the Scholarship of Teaching and Learning (SoTL) Project*
2.2 *Policy: Code of Conduct for Research*
2.3 *Policy: Research Integrity*
2.4 *Policy: Teaching*

3 SELECTION CRITERIA FOR PROJECT FUNDING

3.1 A Seed Grants for SoTL Funding Selection Panel will be established to consider applications for Seed Grant Project funding in accordance with the Policy and this Procedure. The panel will be chaired by the Director, Learning and Teaching Office, and will be comprised of University Academic Staff Members who have the requisite experience, appointed by the Director, Learning and Teaching Office.

3.2 Applications will be assessed by the Seed Grant for SoTL Funding Selection Panel against the following criteria:

3.2.1 The extent to which the proposed project aligns with the University Learning and Teaching Strategic Plan;
3.2.2 The extent to which the proposed project addresses a significant pedagogical need (i.e., the nature of the learning and teaching problem or challenge);
3.2.3 The extent to which the proposed project draws on an innovative approach(es) to address the problem;
3.2.4 The potential for enhancing student engagement, active learning and meeting learning outcomes
3.2.5 The quality of the proposal, in terms of clarity of proposed project outcomes and the scholarly rationale (including some preliminary evidence from scholarly literature or other data);
3.2.6 The appropriateness and effectiveness of the proposed evaluation process in assessing the impact of the project; and
3.2.7 Justification of the proposed budget and feasibility of the project schedule.

3.3 Applications of no longer than four (4) pages, including a coversheet in the prescribed format

provided by the Learning and Teaching Office, corresponding to the criteria at section 3.2 should be submitted by the specified due date as published by the Learning and Teaching Office.

3.4 Decisions made by the Seed Gant for SoTL Funding Selection Panel are final.

4 SUBMISSION FORMAT FOR APPLICATIONS

4.1 An electronic copy of all components of the application, in the order stated at section 3.2.1 to 3.2.8 inclusive, should be submitted by no later than the specified due date.

4.2 Length specifications must be adhered to.

4.3 Font should be 11 point type in Calibri or Arial font.

4.4 Headings should be used (as per specified selection criteria at section 3.2.1 to 3.2.8 inclusive).

5 SUCCESSFUL APPLICANTS OF SEED GRANT FUNDING

5.1 Successful applicants of Seed Grant funding must make formal requests for the use of funds, with specific reference to their approved budget item/s, to the Learning and Teaching Office prior to the commitment of funds for any purpose. Purchase of research equipment and consumables may be endorsed, but not purchase of capital, such as technological equipment.

5.2 A recipient who wishes to employ or otherwise engage a person through the University to assist with data analysis or similar (refer to *Policy: Teaching*), will need to complete the relevant documents required by the Staffing Office and must follow any University policies and procedures and obtain all required approvals before making any representations to anyone that they will be employed or engaged by the University.

5.3 Recipients must follow the University reimbursement procedures. It is important that all receipts are kept when making a claim. Original receipts must accompany the claim document.

5.4 If the amount being claimed is other than Australian dollars (AUD), applicants must provide proof of exchange rates paid.

6 REPORTING AND DISSEMINATION

6.1 Recipients are required within 12 months of implementation of the project to report outcomes of the project formally using the Report Template prescribed by the Learning and Teaching Office and in a manner that aligns to their approved evaluation and dissemination plan (refer section 3.2.7).

6.2 Recipients of Seed Grant funding are expected to present their findings at the annual Learning and Teaching Office Educator Scholar Conference.

6.3 A lack of compliance with the approved reporting and dissemination plan may impact on future funding applications for Seed Grant for SoTL Project funding.

6.4 Unspent funds at the end of award year will be reabsorbed by the Learning and Teaching Office Seed Grant for SoTL Project funding.

7 ANNUAL TIMELINE

7.1 The Learning and Teaching Office will call for and assess applications according to the following timeline:

September	Call for applications
September	Information session on how to apply for funding
Mid October	Applications due to Learning and Teaching Office
Late October – early November	Selection process undertaken
Mid November	Applicants notified of outcome
January to December (award year)	Project completion period
Educator Scholar Conference (following award year)	Reporting of project outcomes

7.2 The published due date for applications will be strictly adhered to.

7.3 Successful applicants will be notified within one month of the close of applications.

8 RELATED DOCUMENTS

8.1 Application Coversheet

8.2 Report Template

9 DEFINITIONS:

9.1 For the purpose of this Procedure, the definitions outlined in the *Policy: Seed Grants for Scholarship of Teaching and Learning (SoTL) Projects* apply.

Version	Date of approval	Approved by	Amendment
1	12 December, 2018	Vice Chancellor	New Procedure

10 PROCESS SUMMARY

Process Step	***Responsibility***
Information session How to apply for a seed grant project, how to write a successful application, funding criteria etc.	Learning and Teaching Office
Submission of Application Application submitted to LTO in the required format (refer to section 4) by the specified due date	Applicant
Assessment of Application Applications assessed against the criteria outlined at section 3.1.	Seed Grant for SoTL Funding Selection Panel
Recommendations Recommendations sent to DVC, Academic	Seed Grant for SoTL Funding Selection Panel
Approval Seed Grant funding approved	DVC, Academic
Request for use of funds prior to commitment Formal requests for the use of funds, with specific reference to approved budget item/s, to the Learning and Teaching Office (LTO)	Successful Seed Fund Grant recipients
Reporting and Dissemination Formal Report on outcomes using prescribed LTO Report Template, within 12 months of project implementation Presentation of project findings at the annual Learning and Teaching Office Educator Scholar Conference	Successful Seed Fund Grant recipients