



Application Form Guidelines

University Teaching Development Grants

These guidelines are provided for **parts** of the Application Form to assist you with understanding and providing the correct information.

1. Project Details

(d) Project Type

The primary purpose of the Grants is to foster active and scholarly development of teaching to enhance the quality of teaching and learning in the University. Grants are to be used for scholarly project work such as planning, implementing, and evaluating a **curriculum** intervention of some kind (e.g. new course design, further development of an existing course or programme), or incorporating the use of e-technology in teaching and learning (**eLearning Enhancement**).

Several different types of project can be funded from the Grants but note that these are not mutually exclusive:

Project Types	
Curriculum Development or Innovation	To fund the development and evaluation of new initiatives or innovations in the curriculum.
eLearning Enhancement	To provide a source of funds and skills to enhance the quality of student learning outcomes through effective integration of learning, teaching and ICT.
Strategic Projects	
AQA Projects	<p>To fund projects related to the strategic imperatives identified by CALT. In 2024 the strategic imperatives identified by CALT are initiatives related to implementing the recommendations, affirmations and enhancements in the University's Academic Quality Agency (AQA) for the Cycle 6 Academic Audit which focuses on teaching, learning, support and outcomes for students. Cycle 6 incorporates an Enhancement Theme topic: <i>Access, outcomes and opportunities for Māori and Pasifika students</i>.</p> <p>For projects under \$10,000 applicants may also wish to consider applying for a Quality Advancement Unit Improvement Grant.</p>

Framework Projects	<p>To fund projects that align with Pae Tata Strategic Plan to 2030, especially those following current Strategic Frameworks:</p> <ul style="list-style-type: none"> • The Māori Strategic Framework • The Pacific Strategic Framework • The Sustainability Strategic Framework
Three Rs Projects	<p>To fund projects that promote the advancement and uptake of Three Rs for teaching involving animals</p> <p>Three Rs projects incorporate teaching and learning that has as a primary purpose, contribution to understanding, advancement, or implementation of one or more of the following:</p> <ul style="list-style-type: none"> • replacement of sentient animals with less-sentient or non-sentient alternatives in research or teaching • reduction of the number of animals required to provide sufficient information to test a research hypothesis or achieve a teaching and learning aim • refinement of experimental/teaching manipulations to improve the well-being of animals used in research and teaching.

(e) Consultation with HEDC/Distance Learning

Intending applicants are strongly advised to contact [Professor Ben Daniel](#) (HEDC), or Dr [Sarah Stein](#) (Director of Distance Learning) for projects that concern distance education, by the beginning of September. Ben or Sarah will work with applicants to develop their applications. Applicants need not accept this support but if they do, the process will seek to situate the project in its research field, ensure that planned outcomes are realistic and assist with project design.

2. Project Outline – Maximum one page

(a) Background

Give the context and rationale for the project including relevant background literature. For Strategic Projects, a clear link must be made between the project and CALT's strategic imperatives. If this is part of a larger project provide details here.

The project should refer to relevant background literature and be justified in terms of practice and/or the research base. References should be listed in section 10. *Bibliography – Maximum two pages.*

CALT recognizes that projects may be part of a larger project, for instance where a research team wishes to do a similar thing over several years or where a research team asks a question that requires a long-term study design. Because it has a relatively small budget, and funding from the University is for one year only, CALT cannot guarantee funding to successful applicants for more than one year. However, such projects will be considered on their merits, and applicants are asked to give details of how the larger project is to be funded overall and how the project for which funding is being applied fits into the larger project.

(b) Merit

Including potential benefit to students and/or staff and the significance of the project.

The proposal should describe the potential impact of the work including benefits to students and/or staff as well as indicating the significance of the project (e.g. within the programme, to the University, to the wider higher education community).

3. Project Plan – Maximum two pages, excluding references

(a) Operational plan, including timeline

A detailed description of the project plan, including the roles of all major contributors and a timeline outlining key stages of the project.

An operational plan for conducting and evaluating the project must be detailed and show evidence of forward planning in the preparation of the application. Key stages of the project should be outlined.

A timeline should also be included in this section. If advice is needed for project design, please contact HEDC and/or Distance Learning.

(b) Evaluation of impact

Describe what measures will be taken to evaluate the impact of the work, linking to the merit of the project.

Describe measures that will be taken to evaluate the impact of the work in alignment with the merit of the project. Possible impacts might be on student learning and/or quality of teaching as well as any wider benefits such as to the department/programme, to the University, and to the wider higher education community.

4. Ethics, consultation with Māori and dissemination – Maximum one page

(c) Dissemination of outcomes

Detail how the project results will be disseminated.

There must be a dissemination plan for project results. This should be specific about which journals would be likely to be targeted and a timeframe. Other options include providing a departmental seminar, presenting at the biennial Spotlight on Teaching and Learning Colloquium, presenting at conferences, and facilitating a workshop.

5. Budget Justification – Maximum one page

A full and adequately justified budget with a concise, detailed justification for each item must be included. Be sure to include a realistic estimate of time for research assistants, as well as realistic budgets for transcribing. Providing the Head of Department agrees, eligible staff are permitted to apply for a proportion of their own salaries under this scheme, to be used to buy out of teaching or service.

Budget Items that will be specifically excluded are:

- Computers for routine data analysis and word processing;
- Conference travel and registration;
- General Equipment that would normally be available through Departmental/Divisional Funds;
- Supplementary funds for projects already funded by external bodies which provide full cost funding;

- Funding of PhD costs;
- Post-doctoral salaries.

Note that the Grants will not fund post-doctoral fellows' salaries or stipends.

(a) Direct Salaries

All Staff Members to be funded under this Grant (salary, ACC & superannuation), including amount of teaching or service buy-out, if applicable. PIs must be at least 0.1 FTE.

The salary and salary-related costs (i.e. ACC and superannuation) for each participating team member to be funded under this Grant, including teaching/service buy-out, should be listed in section (a) of the Budget Table. Note that salaries for casual labour must include an 8% annual leave entitlement as well as 0.52% ACC.

Note that currently projected salary rates are to be used and named team members may be entitled to increases as a result of automatic increments. Currently projected salary rates are available from the [Research Office Forms](#) pages.

The project leader is required to make a minimum time commitment on the application of 0.1 FTE on any proposal of \$10,000 or more. Where more than one academic is substantially involved, their specific roles should be described in the Budget Justification.

Please note that appropriate duties of Research Assistants include providing assistance with routine tasks such as data entry, compiling survey material and mailing it to participants. Literature reviews are normally expected to be carried out by the Project Leader. Include the name and appointment level for each staff position requested, for example, a Research Assistant at the second level is RAN02. A precise explanation of how the proposed FTE contribution of the Research Assistant has been calculated is required.

(b) Indirect Salaries

Staff members and others who are not funded by the project.

The names of the Project Leader and any other teachers or researchers funded from the University's block grant (or other sources) and the FTE intended to be spent on the project should be listed in section (b) of the Budget Table, except where buy-out of teaching or service is being applied for, which should be listed in section (a).

No undertaking regarding payment to assistants should be made until a grant is awarded. Contact must be made with your Divisional HR Manager prior to advertising for and appointing assistants. This is necessary in order to finalise details regarding terms of employment, bank authorities, etc.

(c) Consumables, Minor Equipment and General Running costs

Minor Equipment < \$2000.

Requests for funding for equipment for University Teaching Development Grants are not normally supported. Requests for minor equipment may be considered. Applicants should consult with their divisional ITS staff member regarding significant IT purchases in order to understand what ongoing support is required, and clearly identify this in their application.

Where computers are included in an application, a very detailed justification should include the way in which they are specialised to the needs of the specific research project. Funding for standard computer equipment should be sought at the departmental level.

General materials such as stationery, printer paper, discs, photocopying, postage, library inter-loans, audiotapes etc. are expected to be provided for by departmental budgets and will not be funded. Justification should be provided for consumables directly related to the project. “Miscellaneous” does not constitute a justification.

Interview transcription costs will be considered if properly justified and realistically budgeted.

(d) Travel

Including transport, accommodation, and sustenance. Note – travel funding will only be awarded in exceptional circumstances and must conform with university and national travel restrictions. Applicants should plan their project based on current travel restrictions and policies, with contingencies for circumstances where additional travel restrictions may be imposed. All travel requests should consider the significant impact air travel has on climate change as well as financial implications.

Travel expenses will be funded only in those cases where the project cannot be completed without the requested travel. A full justification is required as is the case for all major items of expenditure. The Committee may, at its discretion, provide grants-in-aid rather than fully funding travel.

Study leave travel and conference travel and registration will *not* be funded and are the responsibility of Divisions. Research-related travel between University Medical School campuses in Dunedin, Christchurch and Wellington is funded through the *Inter-campus Collaboration Fund* which is administered by the Otago Medical School (contact Jacqui Bradshaw at 03 470 9776).

If use is to be made of University pool vehicles, then calculations should be as set by the Department or Division. For use of personal vehicles, claims should be made on the basis of 85 cents per kilometre. Requests for accommodation and sustenance should be based on actual and reasonable rates but would not normally be expected to exceed \$160 per day in total.

6. Previous CALT-supported Research and Development

The selection panel will take into consideration grants awarded to the project leader in the past 5 years, and performance on those grants.

7. Signatures – Electronic preferred

Electronic signatures in the application are preferred. If you have handwritten signatures, please scan the signature page only and submit it with the Word application.