**CLOSING DATE FOR APPLICATIONS – Monday 2 October 2023**

*Please read the General Conditions and Application Guidelines for*

*University Teaching Development Grants before you begin.*

*You may find the Navigation Pane helpful to navigate this document (View > Show > Navigation Pane).*

Committee for the Advancement of Learning and Teaching

# 2024 Application University Teaching Development Grant

## Project Details

### Project Title

|  |
| --- |
| Enter text here. |

### Project Leader

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  | Name |   | Surname  |   |
| Phone |  | University Role |  |
| Department |  | Email |  |
| Head of Department |   | HoD Email |  |

### Project Team

To add extra rows, click on the plus sign that appears at the end of a row when you click in a text box.

|  |  |  |  |
| --- | --- | --- | --- |
| Title / Name | Department | Role | Project Role |
|   |  |  |  |
|  |  |  |  |
|  |  |  |  |

### [Project Type](#_Project_Type)

**Strategic Projects**

[ ]  AQA Project [ ] Three Rs Project [ ]  Strategic Frameworks Project

Is this project:

[ ]  A stand-alone project [ ]  Part of a larger project.

*Please detail the larger project, including funding, in section* [*2(a) Background*](#_Background)*.*

### [Consultation with HEDC/Distance Learning](#_Consultation_with_HEDC/Distance)

[ ]  Yes [ ]  No Have you consulted HEDC or Distance Learning on your proposal?

### Budget proposal

Please copy the subtotals and total from the [budget page](#_Budget_Proposal_1).

|  |  |  |  |
| --- | --- | --- | --- |
| (a) Direct Salaries | (c) Consumables | (d) Travel | **TOTAL** |
|  |  |  |  |

## Project Outline – Maximum one page

### [Background](#_Background_1)

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.

### Aims

Research aims should be clearly articulated and achievable within the 12 months of the project.

### [Merit](#_Merit_1)

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

## Project Plan – Maximum two pages, excluding references

### [Operational plan, including timeline](#_Operational_plan,_including)

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

### [Evaluation of impact](#_Evaluation_of_impact)

Describe what measures will be taken to evaluate the impact of the work, linking to the [Merit](#_Merit) of the project.

## Ethics, consultation with Māori and dissemination – Maximum one page

### Ethical considerations

Detail any ethical issues and indicate whether an ethics application (Category A or B) will be made for this project.

[ ]  A [ ]  B Will you apply for Category A or B ethics approval?

### Consultation with Māori

Appropriate consultation with Māori is required for all areas of research and is expected in preparation for University Teaching Development Grant projects.

[ ]  Yes [ ]  No Has, or will, consultation be undertaken with Māori? If not, explain why.

### [Dissemination of outcomes](#_Dissemination_of_outcomes)

Detail how the project results will be disseminated.

## [Budget Proposal](#_Budget_Proposal)

* All amounts should be exclusive of GST.
* PIs must be at least 0.1 FTE.
* Direct Salaries (a) are funded by the project to employ staff.
* Indirect Salaries (b) are not funded by the project, e.g. by the University or other sources.
* To add more rows to section (a) or (b): *right click* in the table > *Insert* > *Insert Rows Above*/*Below*

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | Direct SalariesAll 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. |  |
|  |  | **Name (if known, or role)** | **Scale/Grade** | **FTE** | **Salary** |  |
|  |  |  |  |  | $ |  |  |
|  |  |  |  |  | $ |  |  |
|  |  |  |  |  | $ |  |  |
|  |  |  |  |  | $ |  |  |
|  |  |   |  |  | $ |  |  |
|  |  | **Direct Salaries** | **$** | *Direct Salaries Subtotal here.* |  |
|  |  |  |
|  | IndirectSalariesStaff members and others who are not funded by the project. |  | *Indirect salaries are tracked, but not included**in your budget request.* |  |
|  |  | **Name** | **FTE***on this project* | **Salary** |  |
|  |  |  |  | $ |  |  |
|  |  |  |  | $ |  |  |
|  |  |  |  | $ |  |  |
|  |  |  |  | $ |  |  |
|  |  |  |  | $ |  |  |
|  |  | **Indirect Salaries**  | **$** | *Indirect Salaries Subtotal here.* |  |
|  |  |  |  |
|   | Consumables, Minor Equipment and General Running costsMinor Equipment < $2000. | **$** | *Consumables Subtotal here.* |  |
|  |  |  |  |
|  | TravelIncluding transport, accommodation, and sustenance. \* see extra notes on pg.6 | **$** | *Travel Subtotal here.*  |  |
|  |  |  |  |
|  |  | **TOTAL** | **$** | *Total (a), (b) & (d) here.* |  |
|  |   |  |  |

## [Budget Justification](#_Budget_Justification_–) – Maximum one page

### Direct Salaries

Justify any requests for fractional teaching or service buy-out by staff normally funded by the University’s block grant or other sources.

* 1.

### Consumables, Minor Equipment and General Running Costs

Minor Equipment < $2000.

### Travel

Including transport, accommodation, and sustenance. \* Note – travel funding will only be awarded in exceptional circumstance, 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.

## [Previous CALT-supported Research and Development](#_Previous_CALT-supported_Research)

If applicants have had previous CALT grants please list these and provide updates.

## Signatures – Electronic preferred

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

|  |  |  |
| --- | --- | --- |
| Signature | Name | Date |
| **Applicant** |  |   |   |
| I confirm that all information included in this application is true and correct. |
| **Head of Department** |  |   |   |
| I support this application. |

## Head of Department comments

|  |
| --- |
| Enter comments here. |

## Bibliography – Maximum two pages