



Committee for the Advancement of Learning and Teaching

FINAL REPORT ON UNIVERSITY TEACHING DEVELOPMENT GRANT

CALT intends its reporting processes to be as simple as possible but sufficiently detailed to ensure that the findings of the research and development work undertaken can be used to maximum effect in improving the learning of students. CALT expects that the project will produce a demonstrated improvement in student learning outcomes, the development of some teaching resources (if applicable), and possibly a publication related to the project in a discipline related education journal or general higher education journal.

Your Final Report to CALT has four main elements: (1) Snapshot of the Project (which will be made available to the public on the CALT Website), (2) a Full Report of the project, (3) a Summary of Spending, and (4) Other Outputs. These need to be provided as separate documents when submitted.

1. Snapshot of the Project

- a. Title of the project, project team and departmental/academic unit affiliation.
- b. Snapshot of the project. Brief (<150 words) overview of the project including aims, methods or approach and key findings, outputs or outcomes.

2. Full Report

Some flexibility in the format is possible with this report, but as a basis you should include the following sections if appropriate. Note that we are really looking for a concise report, of practical use to others who may be interested in the topic. Please provide links to any web resources where relevant.

- a. *Title* of the project and project team.
- b. *Snapshot* of the project. Brief (<150 words) overview of the project including aims, methods or approach and key findings, outputs or outcomes.
- c. *Introduction*. The context and rationale for the project as well as the project objectives.
- d. *Methods or approach*. The details will vary according to whether the project involved developing resources, curriculum development or researching your practice (or a combination).
- e. *Key findings, outputs or outcomes*. Concise description of what you have learnt, created or achieved through your project work, as well as any findings from evaluating your project.
- f. *Discussion and implications*. Concise interpretation of key findings or outputs, any evaluative data, and implications for theory or practice.

3. Summary of Spending

Please submit a “Life to Date Report” for the Activity Centre set up for your grant. Your administrator should be able to produce this report for you. Ensure the reporting dates are correct.

4. Other Outputs. These may include:

- a. Teaching or learning resources (digital or paper-based).
- b. A paper accepted for publication in a peer-reviewed journal or peer-reviewed conference proceedings that relates directly to the project.

In addition, all CALT grant recipients are strongly encouraged to further disseminate their results in department seminars or scholarly outlets (e.g. educational journals or conferences).

Past project snapshots are available on the [CALT website](#).

Please return reports to dvc.academic@otago.ac.nz by 31 March the year following your Grant research period.