

Centre for Learning Innovation Professional Practice (CLIPP) Mini Learning & Teaching Grants

(CLIPP Mini L&T Grants)

1. Background:

The Federation University Australia Learning and Teaching Plan 2015-2017 is a collaborative strategic, institutional plan which is strongly aligned with enabling Blended, On-Line and Digital Teaching (BOLD) Learning. The plan addresses a number of higher education and VET learning and teaching issues and spans across a number of institutional portfolios. The plan is divided into 4 key areas, each outlining key objectives, strategies and monitoring performance standards. The key areas are as follow:

1. The development of staff capabilities and innovation in BOLD pedagogy, curriculum and assessment
2. The provision of appropriate infrastructure and technologies that enable BOLD development and delivery
3. The development of student capabilities in BOLD literacies
4. Appropriate BOLD benchmarking and quality assurance

2. What is the purpose of the funding?

The annual **CLIPP Mini L&T Grants** are being made available to FedUni general and academic staff to support and enable initiatives that align with the objectives described in the Learning and Teaching Plan 2015-2017. The funding can be utilised by staff to support a small pilot L&T innovation and/or mini project relevant to the practice outlined within the objectives of the L&T Plan 2015-2017.

3. What can the funding support?

This funding can support a range of activities relevant to the mini initiative and/or mini project.

For example:

- teaching buy-out to enable staff to initiate, design, promote and deliver an innovative learning and teaching practice that aligns with the objectives described within the L&T Plan 2015-2017
- attendance at pertinent workshops and/or webinars which are directly related to the proposed initiative/project
- to engage additional staff resources in the development of essential L&T resources

4. What are CLIPP Mini L&T Grants application criteria?

All applications for funding need to be written in a 4 page application (Arial 11 point, 2cm margins). The fourth page is a budget template. The funding application needs to address the following criteria:

- A. Project rationale and need for the project
- B. Project outputs (or deliverables)
- C. Project impact
- D. Project approach
- E. Project team and governance
- F. Project budget

All criteria need to be addressed under separate headings in the application.

A. Project rationale and need for the project

Applications need to clearly identify:

- how the initiative/project will address one or more of the objectives described within the FedUni [Learning and Teaching Plan 2015 – 2017](#)
- how the initiative/project will build on a strong theoretical framework that is grounded in the learning and teaching literature (if relevant)

B. Project outputs (or deliverables)

Applications need to clearly identify:

- the proposed outputs for the initiative/project. The initiative/project outputs (or deliverables) should be realistic in respect of the proposed timeframe and project resourcing
- funding will be transferred from CLIPP to the relevant school within the 2016 calendar year and **must be expended by the end of 2016** by the applicant. If a round is offered in December 2016, the funding will be transferred January 2017 and must be expended within the 2017 calendar year
- what is in the scope of the project, compared to what is not in scope of the project

C. Project Impact

Applications need to clearly identify:

- the plan for achieving positive impact through the initiative/project. Impact should be explored at time intervals (ie immediate, proposed 6 monthly impact and proposed 12 monthly impact) and for a variety of audiences (ie student, staff, external stakeholders)
- willingness to share experiences and outcomes at professional development sessions organised by CLIPP
- the project team's ability to bring about the identified outcomes and planned impact

D. Project approach

The application should clearly identify:

- an approach to completing the project on time and within budget which is considered coherent and appropriate to the outputs and impact the project is designed to achieve
- any project stages, major tasks or activities, milestones, and any associated outputs
- a timeline for the approach that shows project stages as well as any dependencies between stages and tasks
- a feasible plan for achieving impact, expressed throughout the project tasks

E. Project team and governance

The application should clearly identify:

- the roles and responsibilities of proposed project team members, and the role expected of support staff such as CLIPP staff (Learning Designers, video production time etc) and/or the Associate Dean Learning and Teaching (ADLT) or equivalent. A diagrammatic depiction of project governance is encouraged
- demonstrated capability (skills and experience) and capacity (time) of the project team to deliver on the proposed scale and scope of the project

Clear support by the Executive Dean, Head of School or equivalent for the initiative/project (An email which demonstrates support to this application is sufficient).

F. Project budget

The application should clearly identify and justify:

- all expenses associated with the project are clearly identified
- the budget clearly identifies what the CLIPP Mini L&T Grant Funding will support

Please consult CLIPP staff for a breakdown of services we can provide and for a breakdown of any costs to be factored into your budget. **A budget template is on page 5 of this document and will counted as page 4 of your final application.**

Learning Designer Support: Catherine Duncan c.duncan@federation.edu.au

Resource Development: Eammon Jones e.jones@fedearion.edu.au or Olivia McCarthy o.mccarthy@federation.edu.au

We encourage you to explore existing CLIPP services that may be able to assist you with your proposal. <https://federation.edu.au/staff/learning-and-teaching/clipp>

5. How will be applications be assessed?

Applications will be assessed using the criteria listed in section 4. The 6 person assessor panel will include the following representatives:

- 1 x Director CLIPP
- 1 x ADLT representative
- 1 x CLIPP representative Online Futures team
- 2 x CLIPP representative Learning Futures team
- 1 x CLIPP representative Student Futures team

6. How much funds are available?

- The total amount of funding available per round is up to \$10,000.
- The exact amount of funding available varies depending on the round (ideally 2 - 3 rounds will become available per year, February, May and December TBC)
- Applications will be rated against each criterion
- Both qualitative and quantitative feedback will become available for applicants at the end of the round

7. Submission Details:

- Please return completed application documents to Kim Harvey-Keddy on k.harvey-keddy@federation.edu.au
- **Deadline: Friday 26th February 2016**
- **This application must not exceed 4 (four) pages in length (total)**
- If you would like to discuss this application, please call on 53279145 or make a time to meet by contacting Kim Harvey-Keddy on (k.harvey-keddy@federation.edu.au).

Proposed timeline for CLIPP Mini L&T Grant Round 1 (February 2016) submission:

Date	Step	Progress
Friday 26 February 2016	1. Submission of completed application	Send completed application form to Kim electronically (via email). Kim will send an email of acknowledgement.
29 – 11 March 2016	2. Assessed by panel as previously described	Panel to review and submit feedback to Director CLIPP.
15 March 2016	3. Applicant will be contacted regarding outcome	Final decisions made by CLIPP Director. Letter of offer will be drawn up and emailed to all applicants with outcomes.
Wednesday 16 March	4. Announcement of CLIPP L&T Mini Grants	Announced by the CLIPP Director.

F. Project budget CLIPP Mini Grants – Estimate budget breakdown

This page should be use as page 4 of you application. Please add and subtract fields as required.
 For a word version of the document please contact [Kim Harvey-Keddy](#)

Service	Rate (per hour)	Est. hours	Quantity	Notes	Estimated Final Cost
Learning design support	\$80.00				\$XX.XX
Resource development	\$80.00				\$XX.XX
▸ Design services					\$XX.XX
▸ Video services					\$XX.XX
▸ Filming (More information)*					\$XX.XX
▸ Actors/Interviewee/Etc^	\$XX.XX				\$XX.XX
▸ Voice over^	\$XX.XX				
▸ Editing (More information)*					\$XX.XX
Professional Development (One on one training session)	\$80.00				\$XX.XX
Technology assistance	\$80.00				\$XX.XX
Total services budget					\$XX.XX

* Website guides developed around video services (filming and editing times) may vary depending on the project, quantity and location. Please contact CLIPP for a specific breakdown structure.
 ^ Items above will be funded external to CLIPP services.

Equipment and software	Price (per item)	Details/URL	Estimated Final Cost
Software	\$XX.XX		\$XX.XX
Software	\$XX.XX		\$XX.XX
Equipment	\$XX.XX		\$XX.XX
Equipment	\$XX.XX		\$XX.XX
Section total budget	\$XX.XX		\$XX.XX

Staffing	RATE (per/hr)	Hours/Days	Notes	Estimated Final Cost
Staff travel	\$XX.XX			\$XX.XX
Staff accommodation	\$XX.XX			\$XX.XX
Staff back fill / Teaching relief	\$XX.XX			\$XX.XX
Staff back fill / Teaching relief	\$XX.XX			\$XX.XX
Staff back fill / Teaching relief	\$XX.XX			\$XX.XX
Section total budget	\$XX.XX			\$XX.XX

Other	Amount (\$)	Notes	Estimated Final Cost
Project management	\$XX.XX		\$XX.XX
Research	\$XX.XX		\$XX.XX
Catering	\$XX.XX		\$XX.XX
Contingencies	\$XX.XX		\$XX.XX
Section total budget			\$XX.XX
Total grant budget			\$XX.XX