Applications for Teaching Development Grants must be submitted using this form and cannot exceed more than five A4 pages in length (including this cover page and using 12 point font). Text boxes may be resized.

Applications must be signed and submitted electronically as individual PDFs to fbe-wcla@unimelb.edu.au, including the project title in the email subject line, by **5pm on 21 June 2019.**

INDICATE WHICH PROJECT IS BEING APPLIED FOR: (ADD AN ‘X’)

|  |  |
| --- | --- |
| **TEACHING INNOVATION GRANT** |  |
| **SUSTAINING INNOVATION GRANT** |  |

**Project title**

|  |
| --- |
|  |

**Coordinator/s**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title**  | **First name** | **Family name** | **Department/School** | **Email**  |
|  |  |  |  |  |
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**Associate applicant/s (if applicable)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title**  | **First name** | **Family name** | **Department/School** | **Email**  |
|  |  |  |  |  |
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**DEPARTMENT HEADS’ APPROVAL:**

I support this project and agree that it be carried out in our Department. The project can be accommodated within departmental facilities and sufficient working and office space is available for any proposed additional staff. I will support the integration of the results of this project into the appropriate departmental teaching program.

|  |  |
| --- | --- |
| Department Head |  |
| Given Name and Surname: |  |
| Signature: |  |

**APPLICANTS AND ASSOCIATE APPLICANTS SIGNATURE**

|  |  |  |
| --- | --- | --- |
| **Title and Name** | **Signature** | **Date** |
|  |  |  |
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1. **The Project**

This description should comprise a succinct account of exactly what you intend to do and how you intend to do it. Please use the space provided below. Two pages maximum in 12 point font. Briefly outline the project, its methodology and anticipated timetable for the completion of the project. (Note that funds are normally available for only one year.) The following points should be explicitly covered where appropriate.

* Explain how the proposal will be integrated within a total teaching package for a subject(s) or course
* How much time will students be required to work with this innovation? Exactly what tasks will they have to carry out? Will it be optional or form part of the assessment in the subject? (Please bear in mind that any official changes to assessment can only be integrated after they are accepted into the handbook).
1. **Explain how this proposal meets the Grant Criteria**
2. **Learning Outcomes**

Describe the intended learning outcomes of the proposed development and specify strategies for the assessment of the learning outcomes.

1. **Evaluation**

Describe the plans and procedures (including dissemination outlets) for evaluating the impacts on teaching and learning of the proposed innovation

1. **The Target Group**

Identify the target audience. Indicate what unit, subject or course is involved and the approximate number of students who will be involved.

1. **Impact on Staff & Student Workloads**

Assess the expected impacts on student & staff workloads.

1. **Detailed budget estimate**

Financial requirements of the project (Note: computer hardware and generic software will not normally be funded. See Guidelines).

|  |  |
| --- | --- |
| **Description** | **Amount** |
|  |  |
| **TOTAL AMOUNT REQUESTED** |  |

1. **Budget justification: Brief notes**
2. **Sources and kinds of Other support** (including in-kind support, to be provided by your Department).