##### 2023 Small Grant Application

|  |  |
| --- | --- |
| **Priority Area:** | ❑ Category A: Online and/or digital assessment and feedback❑ Category B: Promoting active learning and student  Engagement❑ Category C: Immersive learning  |
| **Applicant Name(s):** |  |
| **Discipline/College/Directorate:** |  |

|  |
| --- |
| **Project Plan (200 word maximum)** |
|  |
| Identify a relevant critical friend from the Centre for Education and Enhancement (CEE) |
|  |
|  |
| Identify a mentor (if new to JCU grants) |
|  |

|  |
| --- |
| **Literature review – refer to one or more papers listed under your chosen category in the Application Guidelines Annexure and any other relevant scholarly resources to support your project aims (max. 500 words)** |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

## Budget

## The maximum amount available for the 2023 Learning and Teaching Innovation Small Grants is $5000 per project.

The budget must provide detailed and accurate costings for all proposed activities. Please include quotes where applicable. CEE recommends that applicants consult their College/Directorate Finance Officers to ensure the accuracy of their budget.

Items that may be funded include the following:

* Personnel: e.g., Project officer/support staff
* Travel: for project related activities or dissemination only (max. $1000 for conference support)
* Project activities: e.g., equipment/software as approved by TSD or CEE, learning resources, consumables, workshops
* Evaluation: e.g., an external reviewer

Venue hire, non-approved equipment, and catering ***will not be funded***.

Please fill out all rows in the table on page 4 that are relevant to your project.

**PLEASE NOTE:** Buyout of teaching hours is not considered an approved use of the Grant Budget. However, it may be considered in exceptional circumstances if a strong case is made and is endorsed by the relevant College Dean/Director. Grant monies may only be used for teaching buyout under these circumstances.

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget item** | **Detailed costing** | **Rationale for inclusion** | **Amount** |
| Personnel | Include salaries, wages, and on-costs of any staff recruited to the project |  |  |
| Travel | For project-related activities or dissemination, only. Maximum of $1000 for conference support |  |  |
| Project activities | E.g., approved equipment/software, learning resources, consumables, workshops |  |  |
| Evaluation | E.g., cost of an external reviewer |  |  |
| Other | Any other costs not covered above |  |  |
|  |  | Once you have entered your amounts in the right-hand column, right click on the $ 0.00 in the bottom right-hand cell and select “Update field” to automatically update the total. | Total costs | $ 0.00 |

## Project Declaration

|  |
| --- |
| **Applicant’s Declaration:**I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, from the College of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ confirm that I:* have Associate Dean, Learning and Teaching support
* have begun the formal process for Human Ethics approval (if completed, please attach approval)
* agree to meet the required timeline (**completion date 31/12/2024**)
* agree to complete reporting and acquittal as required
* agree to participate in dissemination activities as required by the Dean, CEE
 |
| Signature: | Date: |

|  |
| --- |
| **Statement of support from Associate Dean of Learning and Teaching:**I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as ADLT of the College of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ endorse and support the applicant in a JCU Learning and Teaching Small Grant. |
| Signature: | Date: |

|  |
| --- |
| **Dean of College/Directorate Declaration:**On behalf of this College/Directorate, I support this nomination on the basis of the attached application. This College/Directorate undertakes to support this proposal and activities to disseminate good practice in learning and teaching. I confirm that the information above is true and correct and that the applicant is able to complete the project as described. |
| Name:  |
| Signature: | Date: |

Applications must be submitted to grantsandawards@jcu.edu.au by **[insert 2023 date here]**.