

Priority Programs Self-Evaluation

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Questions to ask yourself about your project:

Project name		
1.	Is the name of your project less than 15 words, clearly describes what the project will be doing & includes the discipline or field of study, if appropriate?	YES / NO
Project outcomes, rationale & approach		
2.	Is your project proposal written in 12 pt font & does not exceed 12 A4 pages (including references, excluding application form & attachments)? Does your project have a 160 word abstract?	YES / NO
3.	Does your project express clear outcomes & rationale for how it will address one or more of the Priority Program priorities & contribute to research, development &/or innovation which enhances learning & teaching in higher education (eg clearly outline current problems & develop well-grounded, multi-institutional methodologies to address problems identified)?	YES / NO
4.	Does your project clearly outline the approach it will take (eg a strong theoretical framework, well completed literature review, quality design with considered, coherent strategies appropriate to project outcomes, sound methodology, significant roles for partner institutions)?	YES / NO
5.	Is your project achievable in 1 year (small projects)- 2 years (designed around stages with measurable outcomes/deliverables each year)?	YES / NO
6.	Does your project have an approach that contributes to the ALTC mission (to enhance learning & teaching in Australian higher education) & objectives (i.e. promote & support strategic change in higher education institutions (HEIs); raise the profile & encourage recognition of the importance of teaching in HEIs & in the general community; develop effective mechanisms for the identification, development, dissemination & embedding of good individual & institutional practice in learning & teaching in Australian higher education; develop & support reciprocal national & international arrangements for the purpose of sharing; & benchmarking learning & teaching processes)?	YES / NO
7.	Does your project provide a synergy with ALTC's values (i.e. inclusiveness, long term change, diversity, collaboration & excellence) & principles for action (i.e. transparency, value for money, high impact & future looking)?	YES / NO
8.	Does your project have plans for the engaged dissemination/embedding of its successful strategies & outcomes that are integrated within the project design to clearly identify how the HEI sector will benefit (i.e. wider applicability)?	YES / NO
9.	Does your project build upon previously ALTC funded projects (not compulsory but encouraged), or acknowledge work being undertaken in other ALTC projects, identify the gaps in the ALTC project profile & argue your distinctive contribution?	YES / NO
Value/ need for project		
10.	Have you explained how your project & its outcomes are useful to the higher education sector as a whole; particular kinds of organisations within the sector; or the development of national approaches or policies related to learning & teaching in higher education?	YES / NO
11.	Have you explained the ways your project utilises & advances existing national & international knowledge relevant to program priority/ies?	YES / NO
12.	Have you outlined strategies to assess the scalability & sustainability of the model or process proposed (if appropriate)	YES / NO
Project management & budget		
13.	Is your project budget \$80,000 - \$150,000 (if building upon previous ALTC/AUTC projects) or \$80,000 - \$220,000 (other projects)?	YES / NO
14.	Does your project have a thorough approach to project management (eg processes & structure underpinning management of the project, a timeline, how the project team will establish a clear vision, clear goals, financial & staff management, & evaluation strategies)?	YES / NO
15.	Is your budget's justification appropriate to project outcomes & importance?	YES / NO
16.	Does your project include \$3000 to attend ALTC events; & formal, independent evaluation (if project budget in excess of \$150,000)?	YES / NO
17.	Have you included an evaluation framework?	YES / NO
Before submission		
18.	Is the project Proposal completed on the ALTC Grants Scheme Application Form as instructed on the ALTC website 'Grant & Projects/How to Apply'?	YES / NO
19.	Is all project documentation complete (eg project name, proposal, attachments) & correctly named (ie pp.institution.contact.year)?	YES / NO
20.	Does your project proposal have the name & endorsement in writing of the UWS PVC (Learning & Teaching), &, for collaborative projects, letters of endorsement from the PVC/DVC (Academic) of all partner institutions?	YES / NO
21.	Have you provided the qualifications & experience of the project leader(s) & project team (i.e. capacity to deliver proposed outcomes) (3 pages)? Does your project team include 1-2 early career academics (not compulsory but encouraged)?	YES / NO
22.	Does your project leader have significant intellectual responsibility for the project (20% time commitment) & not have significant responsibility for >2 ALTC grants concurrently (unless approved by PVC Learning & Teaching)?	YES / NO
23.	Have you included a 1 page design brief if proposing technological developments)?	YES / NO