

Thinking of applying for an ALTC Priority Project Grant?

Catherine Sinclair- Academic Coordinator, ALTC Initiatives

Key dates

Round 1

1 March, 2010	Head of School and Executive Dean endorsed Full Proposals submitted to Office of the Pro Vice Chancellor (Learning and Teaching) via ALTCinfo@uws.edu.au
w/o 15 March, 2010	ALTC Liaison Group meets to consider applications
23 March, 2010	Applicant advised of outcome of ALTC Liaison Group consideration
2 April, 2010	UWS Closing Date for submission of Full Proposals under Priority Projects Program
9 April, 2010	ALTC Closing Date for submission of Full Proposals under Priority Projects Program

Round 2

21 June, 2010	Head of School and Executive Dean endorsed Full Proposals submitted to Office of the Pro Vice Chancellor (Learning and Teaching) via ALTCinfo@uws.edu.au
w/o 5 July, 2010	ALTC Liaison Group meets to consider applications
13 July, 2010	Applicant advised of outcome of ALTC Liaison Group consideration
22 July, 2010	UWS Closing Date for submission of Full Proposals under Priority Projects Program
29 July, 2010	ALTC Closing Date for submission of Full Proposals under Priority Projects Program

2009 Funding Priorities

The funding priorities for 2010 are:

- Priority One: Academic standards, assessment practices and reporting
- Priority Two: Curriculum renewal
- Priority Three: Teaching and learning spaces

Presenting the Project Full Proposal

1. PROJECT NAME - No more than 15 words long
 - Clearly describes what the project will be doing
 - Includes discipline or field of study (if appropriate)
2. PROPOSALS - 12 A4 pages (including references) and in 12pt font (exclusive of the Application Form & attachments)
 - 160 word abstract
 - Project Outcomes and Rationale- Clearly articulate outcomes and develop a clear argument demonstrating how the project will address one of the Priority Program priorities and contribute to the enhancement of learning and teaching in higher education. (NB. The application will be assessed against others identifying this priority. It is no advantage to indicate that the application meets more than one priority.)
 - Approach the Project will take - Include:
 - A strong theoretical framework
 - A set of strategies which is considered, coherent and appropriate to the outcomes the project is designed to achieve
 - An approach that is in general alignment with the commitments of the ALTC
 - Plans for the dissemination/embedding of the successful strategies and outcomes that are integrated within the project design
 - Value/Need for the Project - Include:
 - Potential usefulness of the project and its outcomes to the higher education sector as a whole, particular kinds of organisations within the sector, and/or the development of national approaches or policies related to learning and teaching in higher education
 - Ways in which the project both utilises and advances existing national and international knowledge relevant to the program priority or priorities
 - If appropriate to the project, strategies to assess the scalability and sustainability of the model or process proposed
 - Project Management and Budget- Include:
 - A thorough approach to project management with information including processes and structure underpinning the management of the project, how the project team will establish a clear vision, clear goals, financial and staff management, and evaluation strategies
 - Budget justification appropriate to the project outcomes and importance
 - An allocation of \$3000 for attendance at ALTC events

- Budgets can include:
 - Salaries, and on-costs (28%)
 - Teaching relief – max \$35,000 per year per institution associated with a project, with a letter of agreement from the relevant Head of School
 - Dissemination activities
 - Travel associated with the project's conduct and/or dissemination
 - Technical and expert support, evaluation and resources essential to the conduct of the project
 - Up to 10% for administration costs and overheads
 - Commissioned independent evaluation for projects >\$150,000
 - Budgets **cannot** include
 - × Building works (including the purchase, construction, lease, renovation or fit out of premises)
 - × Purchase of motor vehicles
 - × Purchase of assets unless in exceptional circumstances specifically agreed to by the ALTC (Restriction includes computers, small digital devices etc which should be provided by the institution/s as a contribution to the project)
 - × Travel not directly related to achieving the outcomes of the project
 - × General recurrent funding
 - An Evaluation Framework
 - Name and endorsement of the PVC (Learning and Teaching)
 - For collaborative projects –type of collaboration, the project collaborators and their anticipated contributions
 - Attachments:
 - Letter of endorsement from PVC/DVC (Academic) or equivalent of partner institutions (for collaborative projects)
 - A budget and a timeline (limit 4 A4 pages in total). See ALTC [website](#) for the budget format.
 - The qualifications and experience of the project leader(s) and project team (limit 3 A4 pages). The statement on the project leader/s should include a list of all current projects, research, and fellowships and give an estimate of the time that the leader/s can contribute to the proposed project. Project teams are encouraged to include one or two early career academics as substantive members of the project team.
 - A design brief (1 page) of design specifications for applications proposing technological developments, addressing the following:
 - User interface and useability issues- a brief site map or story boards (if the proposal includes website design); user scenario; or
 - Technical design specifications- the functionality, sustainability and scalability of what is being proposed; the technical expertise available to the project team; and availability of required technology/infrastructure
- Applications proposing software development should aim to develop open-source software

Reporting Requirements

- Regular Performance Reports (Progress Reports) signed by PVC (Learning and Teaching)
- Comprehensive Final Report signed by PVC (Learning and Teaching)- including Financial Statement re acquittal of funds (or at agreed milestones for projects in excess of 1 year) and documenting ways in which the program outcomes have been met (see ALTC website '[Grants and Projects/Managing your Project](#)')

Submission of Full Proposals

- Directly via ALTC online grants application system (see www.altc.edu.au '[Grants & Projects/How to Apply](#)' for more information).
- Include completed Application Form (see sample of the Application Form and guidelines for its completion at www.altc.edu.au [Grants & Projects/How to Apply](#)).
- If problems are experienced in submitting an application, contact ALTC Grants Scheme staff immediately on the phone contact provided.
- All applications will be receipted automatically. An email receipt, including an application reference number will be despatched within 3 business days. If a receipt of application is not received please ring the phone contact provided.
- The documents should be named as follows: program.institution.contact.year. For the Priority Projects Program, use 'pp' to indicate the program e.g. pp.uws.sinclair.2010. If the computing program used does not support a document name of this length please abbreviate but retain the elements.
- Applications must be received by 5pm (AEST) on the closing date. An application that does not meet the deadline for application may not be considered. A delay in receiving a response to a request for information will not be considered a valid reason for a late application unless the request for information was received at least 7 days before the application date. (Reference: ALTC (2009). Priority Projects Program Guidelines & Supporting Information 2010)