

# Leadership for Excellence in Learning and Teaching Grants 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 enhance learning & teaching through institutional leadership (Priority 1); or is focused on the development of capacity building for leadership for learning & teaching in higher education (Priorities 2 & 3) (e.g. clearly outline current problems & develop well-grounded, multi-institutional methodologies to address problems identified)?	YES / NO
4.	Does your project define leadership & leadership capacity building; & clearly outline the approach the project 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.	Does your project have an approach that is focused on leadership capacity building within institutions (Priority 1); or a clear argument that the project will enhance learning & teaching through development of the proposed disciplinary or cross-disciplinary leadership (Priority 2), or by embedding approaches or further developing/testing ideas & resources developed in ALTC leadership projects (Priority 3)	YES / NO
6.	Is your project achievable in 1.5 - 2 years (designed around stages with measurable outcomes/deliverables each year)?	YES / NO
7.	Does your project have a set of strategies which collectively are systematic, multi-level, & likely to build "leadership for excellence in learning & teaching" across the whole institution (Priority 1), or able to achieve specific measurable outcomes for the improvement of learning & teaching through a focus on change management (Priority 2 & 3)?	YES / NO
8.	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; identify learning & teaching issues that impact on the Australian higher education system; & facilitate national approaches to address these & other emerging issues)? Does your project focuses on change &/or reform leading to significant improvements in learning & teaching in higher education (Priority 1)?	YES / NO
9.	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
10.	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
11.	Does your project build upon previously ALTC funded projects (Priority 3), 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		
12.	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 (Priorities 1 & 2); or to the institution/discipline or community of practice (Priority 3)?	YES / NO
13.	Does your project have the endorsement & sponsorship of the relevant executive of the proposing institution(s) & a statement of institutional commitment (e.g. in-kind or monetary commitment) (Priority 1) or demonstrated commitment to the outcomes by the proposing organisations & where relevant the support of professional bodies (e.g. Council of Deans) (Priority 2 & 3)?	YES / NO
Project management & budget		
14.	Is your project budget \$150,000- \$220,000 (Priority 1), \$80,000- \$220,000 (Priority 2) or \$80,000 - \$150,000 (Priority 3)?	YES / NO
15.	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
16.	Is your budget's justification appropriate to project outcomes & importance?	YES / NO
17.	Does your project include \$3000 to attend ALTC events; & formal, independent evaluation (if project budget in excess of \$150,000)?	YES / NO
18.	Have you included an evaluation framework?	YES / NO
Before submission		
19.	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
20.	Is all project documentation complete (eg project name, proposal, attachments) & correctly named (i.e. le.institution.contact.year)?	YES / NO
21.	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
22.	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
23.	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
24.	Have you included a completed Leadership Project Planning checklist; & 1 page design brief (if proposing technological developments)?	YES / NO