1. CRITERIA

The application for a funding under the 2011 Teaching Equipment Grant Scheme must demonstrate the following:

1. **Equipment description**
   Statement describing the equipment and indicating how it complements, enhances and integrates current learning and teaching initiatives

2. **Alignment with University-wide objectives**
   An indication of how it meets the goals of the Academic Plan 2010-2014.

3. **Student learning enhancement**
   A statement of how the equipment will provide a demonstrable enhancement of student learning, motivation to learn and/or student experience that directly benefit a significant number of students

4. **Project Management and Budget**
   - Provision of a project management methodology that shows what evidence will be used to ascertain how well objectives have been met
   - Provision of an evaluation plan. You may be invited to participate in a LTC evaluation project and participation will be looked upon favourably.
   - Provision of a budget demonstrating that successful applications can be expended within the year 2011 or a specific request outlining expenditure July-Dec 2011 and Jan-Dec 2012 must be provided
   - 2011 Teaching Equipment monies **MUST** be fully expended by Dec 2011 (or by Dec 2012 when expenditure divided between years 2011 and 2012).

2. APPLICATION INFORMATION

**Closing dates for the Scheme**: 27th May 2011

The above is the University closing date. Different Department and Faculty closing dates might apply. Please liaise with your Department and Faculty well ahead this closing date to ensure an endorsement and signatures on the application are obtained before the University closing date.

**Funding range**: $10,000 to $50,000
Projects’ duration - 1 year

3. SUBMISSION OF THE APPLICATION

It is planned to use the online grant submission facility within IRIS, once this becomes available. In 2011 application documentation will be available on the Provost’s website.

Applications are limited to 6 A4 pages consisting of:

- **APPLICATION FORM** covering sheet (2 A4 pages)

- **PROPOSAL** (max 4 A4 pages using 12pt font; Times New Roman, 6pt spacing between paragraphs and Single line spacing).
  It is recommended that the Proposal contains details on Equipment description, its Alignment with University-wide objectives, its Student learning enhancement and Project Management and Budget.

Complete applications are to be scanned and sent via email to barb.mclean@mq.edu.au by 27th May 2011.

4. ASSESSMENT OF APPLICATIONS

Applications will be assessed against the four Criteria by a Committee consisting of:
- The DVC (Provost) – Chair
- The Vice-President of Senate
- The Chair of the Learning and Teaching Committee
- The Executive Director of LTC
- Previous winner of an ALTC Award or Grant
- Student representative

5. PROJECT REPORTING

- Successful applicants will be expected to provide a Project Acquittal Report that:
  - Acquits expenditure
  - Reports on how objectives/criteria have been met
  - An indication of potential for use in other Departments/Faculties

- Deans and/or Assoc Deans (Learning and Teaching) will be expected to include a report on existing and recently completed projects in their Learning and Teaching Reports to the DVC (Provost).