WHAT WOULD YOU LIKE TO RESEARCH IN LEARNING AND TEACHING?

THE FACULTY OF ARTS LEARNING AND TEACHING RESEARCH GRANTS SCHEME

FUNDING RULES 2011

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PURPOSE OF THE GRANTS
The Faculty of Arts Learning and Teaching Grants Scheme assists researchers to initiate small projects that support the development of Learning and Teaching focused research. These grants will be available on a competitive basis and applicants will have to indicate how the proposed research project addresses an aspect of learning and teaching, how it connects with existing research on learning and teaching, how the funds will be used, what the outputs will be and how the outcomes and impact of the project will be evaluated. All recipients will be expected to report back on project outcomes at one of the Faculty’s or University’s
Learning and Teaching forums or professional learning workshops and through a written grant acquittal report.

ELIGIBILITY
MQ staff members, who will hold full or part-time, continuing or fixed-term appointments, for the duration of their proposed research project, are eligible to apply for support under this grant scheme. In cases where the applicant’s current term of employment (and therefore their proposed research project) expires prior to the end of the grant period, the applicant must explain (in the Approach & Methodology section) how the work will be completed in the time available.

APPLICATION INFORMATION
- Funding of up to $5000 is available for five Learning and Teaching Grants.
- Budgets must be committed and spent from June 2011 – to 31st December 2011. There will be no carry forwards.
- Applications for Faculty Learning and Teaching Grants are due on Friday 6th May 2011. Applications must be no longer than 5 A4 pages (12 point font, single line spacing) in total (1 of which must be the Application cover sheet).
- One signed hard copy and an electronic copy of applications should be sent to Trudy Ambler, W6A 136 trudy.ambler@mq.edu.au by Friday 6th May 2011.

SELECTION CRITERIA
In no more than five A4 pages (12 pt font, 2cm margins, inclusive of references, budget plan and the application cover sheet), provide the following information:

Project Title – no more than 20 words

Background
Briefly describe the background to the project. Include relevant information about recent progress in the field of the research, and the relationship of this proposal to work in the field generally. Refer only to refereed papers that are widely available to national and international research communities.

Project Aims and Expected Outcomes
Describe the project aims and explain why they are significant and address an important aspect of learning and teaching. Identify the anticipated project outcomes that will contribute to the knowledge base of learning and teaching.

Important Note: Applicant(s) should clearly and briefly state their project’s aims and significance, including a clear justification of how the research will lead to significant outcomes. Such outcomes (how the research will make a difference, such as shedding new light or producing new evidence on an important problem, investigating a new methodology, advancing conceptual understanding or operational practice, or informing governmental policy, business or industry thinking, or community practice) must not be confused with outputs (the actual things that will be produced, such as the publication of research results, conduct of workshops and conferences, production of issues papers or public submissions, and creation of intellectual property).
**Approach and Methodology**
Outline the conceptual framework, design and methods and demonstrate that these are adequately developed, well integrated and appropriate to the aims of the project. Detail any new methodologies or technologies that will be developed. Include a time-line of activities.

**References**
List relevant references (to be included in the five-page limit).

**ASSESSMENT OF APPLICATIONS**
The assessment of applications will be based on the following using a scale of 1-5, (where 5 is the highest):

- The research is significant and addresses an important problem/priority within the learning and teaching research area.
- The project aims and anticipated outcomes are clear and well articulated.
- The conceptual framework, design and methods are well developed and are integrated and appropriate to the aims and outcomes of the project.
- The proposed time-line for activities and outputs appears realistic and achievable.
- The extent to which the budget is justified and appropriate.
- The application demonstrates that there is a clear and achievable strategy and schedule for further development of the research to attract Macquarie University learning and teaching funds and/or external funding.
- Evidence of scope for publication of the research is planned and a possible Journal for publication of the research is named in the grant application.

**Applications will be assessed against the Criteria by a Panel consisting of:**

- Associate Dean of Learning and Teaching (Arts Faculty)
- Associate Dean of Research (Arts Faculty)
- A member of academic staff who has been awarded a University Learning and Teaching Grant
- Student representative
- Representative from the Learning and Teaching Centre

**ETHICS AND RESEARCH PRACTICES**
Grant applications that involve research on humans, animals, biosafety/genetics or carcinogenic/toxic chemicals must be cleared by the relevant Macquarie University ethics or biosafety committee. Relevant pages from the grant application must be submitted with the ethics or biosafety application. Information about these committees and the application process is available from the Research Office website at http://www.research.mq.edu.au/for/researchers/how_to_obtain_ethics_approval. If further clarification is required, applicants may contact the Ethics Secretariat via email to ethics.secretariat@mq.edu.au.

Research projects must conform to the following documents, as appropriate:

(a) Australian Code for the Responsible Conduct of Research
(b) National Statement on Ethical Conduct in Human Research
(c) Australian Code of Practice for the Care and Use of Animals for Scientific Purposes
EQUIPMENT
Items of minor equipment may be requested. A descriptive statement of each item of equipment must be included in the justification of the budget. Quotation requirements are as per the Macquarie University purchasing procedure guidelines (please see http://www.mq.edu.au/policy/docs/purchasing/procedure.html#quotation for details). Applicants are reminded that all equipment purchased with research grants remains the property of Macquarie University.

Applications for computer equipment will need to provide a particularly strong justification, establishing the specific need of the item for the proposed project. Laptop computers are not eligible budget items unless a particularly strong and convincing case is made for exclusive use of the laptop for the proposed project for purposes such as fieldwork and archival procedures.

TRAVEL
Conference travel is not an allowed expenditure.

Other Travel
Expenditure of funds for travel may be granted where such travel is for the purpose of primary data collection. For example, travel funds may be provided for fieldwork and for visits to use the holdings of libraries or the facilities of laboratories. Any awarded funds to be used for travel are subject to the University’s Travel Policy which may be accessed at: http://www.ofs.mq.edu.au/university_travel/index.htm.

GRANT DELIVERABLES
In January 2012 successful applicants will be expected to provide a Grant Acquittal Report that:

- Documents project outcomes
- Provides information on how the Project outcomes are being communicated to the University community
- Provides information on any future related University or ALTC Priority Grants.

BUDGET

Template for Budget Plan

<table>
<thead>
<tr>
<th>Item Description/Justification</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Budget</td>
<td></td>
</tr>
</tbody>
</table>