

Teaching and Learning Seed Funding

INSTRUCTIONS FOR APPLICANTS

GENERAL INFORMATION

Teaching and Learning Seed Funding Projects are intended to provide an incentive and resource to enable our university educators to innovate in their learning and teaching for the benefit of student success and the sharing of good practice within the wider academic community. These investments will provide seed funding for innovative learning, teaching and assessment initiatives and scholarship activities that may lead to publication.

The Pro Vice-Chancellor Education Innovation is pleased to offer four Teaching and Learning Seed Funding opportunities worth up to \$1250 each.

Format

Applicants should complete the **application form** (including an outline of the proposed initiative), and address the following:

- **Learning and Teaching Initiative**
Applications should clearly state the Learning and Teaching problem/challenge to be addressed and articulate the scope of this problem/challenge.
- **Proposed Change to Current Practice**
Applications should clearly state the anticipated benefits to Learning and Teaching and draw upon available evidence to support the proposed change to current practice.
- **Method/Approach**
Applications should describe the activities/research that will be undertaken to address the problem/challenge, drawing upon available evidence to justify the chosen methods where necessary.
- **Evaluation and Return on Investment**
Applications should indicate the **anticipated impact** of this project by providing details of the evaluation approach. Please include how many students should be positively impacted in the future through this project and its outcomes. Consider how might the project change teaching and learning practice. e.g. What is the potential for the outcomes of this project to be shared across or be used by other schools and faculties.
- **Alignment with the Strategic Plan**
Applications should strongly align with The University of Newcastle's 2020-2025 Strategic Plan.

Eligibility

- Applicants can apply for one project only per year.
- UON Staff on fixed term contracts and sessional staff are eligible if their employment extends for the duration of the project (to be completed by end of October 2025).
- Team applications and cross discipline collaborations are encouraged.

Ethics Approval

- Given the time frame of six months for projects, it is expected that the majority of these applications should not require ethics approval.

Budget

Applications should list proposed line items up to a maximum of \$1250. Typical uses for the Investment funding would be:

- employment of a research assistant
- procurement of specific tools to effect classroom or student activities
- equipment, consumables
- software licence
- student helpers
- production of materials: e.g. toolkits
- conference attendance (where an Abstract has been accepted)

Due to the limited funding of these investments, there would not be sufficient funds for expenses such as funding of work by parties based outside of the University of Newcastle, or buy-out of teaching time.

Project and Timeline

Applicants/Projects are required to comply with all relevant University policies and approval processes. Projects may be scheduled to run for up to six months, commencing on **5 May 2024** and conclude by **31st October 2025**.

Project Reporting

At the conclusion of the funding period, applicants will be required to:

- submit a short report. The report will outline the project outcomes, impact and projected return on investment.
- provide a video presentation (approximately 3 minutes in duration) with a summary of the results, evaluating the effectiveness and evidence of the impact of their funding on Learning and Teaching.
 - The presentation may be made available to all UON staff via the Educator Network website.
 - Award recipients may be invited to present their project and/or findings to a Learning Lunchbox event and/or at the Educator Network Showcase.

Submission Procedures

An e-signed copy of the application form, including Head of School (or equivalent) approval and project outline should be submitted, prior to the application closing date, via email to: **tEN@newcastle.edu.au** .

Application Closing Date – 13th April, 2025, 7pm.

Selection Panel

The Educator Network Steering Group will appoint a selection panel to rank and determine grant recipients. The panel will use a rubric to adjudicate applications.

Awarded Funds

Any funds awarded would be paid via journal transfer to a relevant cost collector.

Teaching and Learning Seed Funding Grants

APPLICATION FORM

Applicant Details

Title: First Name: Last Name:

School/Unit: Faculty/Div:

Current Position:

Are you considered an Early Career Educator (*under 5 years*) Yes or No:

Email: Telephone (day):

Head of School Email (or equivalent):

Project Title:

Is this an **individual** or **team application**? Individual Team

If Team, please provide additional team member details:

Name(s):	School/Faculty:	Early Career Y/N

Will this project require human ethics approval? Yes No

If yes, please contact the [Learning Design and Teaching Innovation](#) for advice. It is expected that most applications will not require ethic approval.

PROJECT OUTLINE

Learning and Teaching initiative to be undertaken:

Proposed change to current practice:

Method/Approach:

--

Project can run for up to 6 months, commencing on 5 May 2025.

[illegible]

Item:	Amount
TOTAL Requested	

--

Lead Applicant e-Signature:

Head of School e-Signature: