Guidelines for applicants

December 2016

The 2017 FEIT Strategic Education Grants are a Faculty of Engineering and Information Technologies Educational Innovation Unit scheme to fund educational innovation, and educational quality improvement proposals for units of study, major or degree programs and other learning opportunities in line with the University Strategy 2016-2020.

The grants are open to fixed term or continuing University of Sydney staff in the Faculty of Engineering and Information Technologies for projects starting 1 March 2017 and finishing before 28 February 2018.

Funding is available for the following initiatives:
- Educational Innovation Grants
- Project-based units

Funding is NOT available for equipment, travel or catering.

Key dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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<tbody>
<tr>
<td>15 December 2016</td>
<td>Applications for 2017 funding opens</td>
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<tr>
<td>29 January 2017</td>
<td>Applications close</td>
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<tr>
<td>30 January – 16 February 2017</td>
<td>Application assessment</td>
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<tr>
<td>17 February 2017</td>
<td>Applicants notified of outcomes</td>
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Types of Funding

Educational Innovation Grants

Funding is available to support educational innovation and quality improvement of existing units of study and programs. Projects must focus on student learning, teaching practice, and curriculum design; and have a significant impact on students' learning outcomes and/or outcomes in one or more units of study or across a program. This grants scheme is not intended to fund educational research1.

Innovation should be considered in the context of the applicant’s current learning and teaching environment, which will vary across the faculty. Innovation can include the development of novel approaches, or the adaptation of approaches shown to be effective in other settings. It may, but not necessarily, include the adoption or development of new technologies or novel or creative application of existing technologies.

Projects should be aligned to the University’s 2016 - 2020 Strategic Plan, particularly Strategy 5 to ‘Transform the Learning Experience’. Projects may also target the revision of curriculum to promote the development of the Sydney graduate qualities, or support the career transition of students into employment or further study (Strategy 4).

Small (up to $12,000) and large (up to $35,000) grants are available. The difference between the two funding levels is intended to reflect the level of support required to complete the project and the impact to be achieved.

Project Based Units

Support is available for the development of required and elective 3000- and 4000-level project-based units, for example, in innovation and entrepreneurship, in areas of authentic industry or community interest or need, or in research. Proposals for interdisciplinary projects are welcome, as are proposals to pilot project-based units that may become attractive third year units in a major. Preference will be given to those that can be trialed in existing courses in 2018 and can be offered, in principle, as an elective to third year students with space in their course plan for an elective3.

Small (up to $12,000) and large (up to $35,000) grants are available. The difference between the two funding levels is intended to reflect the level of support required to complete the project and the impact to be achieved.

Impact

The EIU wishes to foster project initiatives that have the broadest possible impact across the schools and Units of Study of the faculty. Projects applications should highlight the breadth of their expected impact. Broader impact projects will be preferred over those with a narrow range of influence.

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1 It is not considered the norm for research activities to be conducted in conjunction with EI projects. However, if they are, it is unacceptable that any such research activities cause delays in the achievement of project outcomes within the grant period.
How to apply

1. Read the Education Strategic Priorities to ensure your project idea is clearly aligned with the University Strategy 2016-2020 (Strategies 4 and 5).
2. If required, consult with the relevant Educational Design Manager about project design, resource requirements, budget and sustainability (See Contacts on page 5).
3. Complete an application form that can be found on the EIU website. Note, there is a 2000 word limit for applications.
4. Request/attach a supporting letter from your Head of School or department which includes how the school will support the project, including details of additional financial and any in-kind faculty support if required.
5. Submit the application by email to feit.eiu@sydney.edu.au

Selection criteria

All applications for Strategic Education Grants will be assessed according to the following selection criteria:

- Compelling scholarly rationale, supported where possible by relevant evidence.
- Alignment of project outcomes with the strategies and initiatives of the University’s 2016-2020 Strategic Plan.
- Expected impact and reach (the significance of the impact on students’ learning experiences, outcomes and the numbers of students, units of study and degrees positively affected).
- A robust plan for initial evaluation and ongoing improvement.
- A capacity for sustained delivery and impact of the project, beyond the grant period (project completion).

Eligibility and conditions

1. Applicants must be fixed term or continuing staff employed by the University of Sydney within the Faculty of Engineering and Information Technologies. While collaboration with partners in other faculties is permitted, the Project Leader must be within the Faculty and the project must be of primary benefit to FEIT.
2. Each application must have a designated project leader or co-leaders.
3. Applicants must include evidence of support from the project lead’s Head of School or department as described elsewhere.
4. Projects must have an education focus (research focused projects are not eligible).
5. Funding is not available for equipment, travel or catering.
6. Applicants must submit their application by email to feit.eiu@sydney.edu.au.
7. Multiple applications that are interdependent won’t normally be funded.
8. Successful applicants must accept any common or special conditions of offer prior to funding being allocated.

9. Conditions of acceptance of offer include adhering to reporting requirements. (This includes a mid-project progress report and seminar, and a final report with financial acquittal statement, and a final seminar presentation to the faculty.)

10. Successful applicants may be asked to participate in events or promotional activities.

**Selection process**

Applications will be assessed by a panel consisting of the EIU Director(s), the Associate Dean Learning and Teaching, the Associate Dean Education and the chief Educational Designer for the faculty. Individually, panel members assess applications against the selection criteria. The panel then selects projects eligible to be funded, based on the selection criteria, and in line with University strategic requirements. Panel members may propose changes, determine any special conditions for successful applicants, and prepare feedback for unsuccessful applicants.

**General considerations**

- Panel members must abstain from assessing or discussing applications where they have a direct conflict of interest (i.e. are named in the application as a project lead or project member).
- Panel members are expected to follow conventional standards of professionalism and adhere to all relevant University policy.
Contacts

Grant advice and direction
For support and advice relevant to your grant send an email enquiry to feit.eiu@sydney.edu.au and this will be addressed by the EIU directors.

Educational Designer support
For support and advice on Educational Designer requirements:

Lynn Berry  
E: lynn.berry@sydney.edu.au

Rebecca Goldsworthy  
E: rebecca.goldsworthy@sydney.edu.au

Application process
For general information about the application process and for submission, contact:

Penny Gorman  
Administration Officer  
E:feit.eiu@sydney.edu.au  
P: 8627 1501
Submission checklist

☐ Relevant Educational Design Manager consulted (if required).
☐ Application checked against key Education strategic priorities
☐ Support letter received from Head of School/Department
☐ Associate Dean Learning and Teaching consulted (Project Based Units)
☐ All staff impacted have been contacted
☐ Submit by email to feit.eiu@sydney.edu.au