



Small TIES Grant Scheme: Guidelines 2010

	By	Action	Person Responsible
1	Submission date to be decided by faculties	Applicants for TIES Small Grants must use the Small Grant application form at: http://www.usyd.edu.au/learning/quality/ties.shtml And submit ALL applications to Associate Dean (Learning and Teaching) in their Faculty	Faculty applicants
2	December 2009	Meeting of Faculty Learning and Teaching Committees to award TIES Small Grants for the Faculty	Faculty Learning and Teaching Committees
3	30 January 2010	Copies of successful TIES Small Grants applications to the Deputy Vice-Chancellor (Education) for verification. The covering letter to include the RC number/s and name/s for payment of TIES Small Grants to the Faculty	Associate Dean (Learning and Teaching)
4	February 2010	Transfer TIES Small Grants monies to the faculties	Finance Officer from Learning and Teaching Portfolio
5	January 2011	Completion of TIES Small Grant Project Report form available from: http://www.usyd.edu.au/learning/quality/ties.shtml and forward to faculty Associate Dean (Learning and Teaching) and Deputy Vice-Chancellor (Education)	Successful TIES Small Grants winners

1. The definition of a TIES Small Grant is any grant application for Teaching Improvement for \$10,000 or less. Faculty Learning and Teaching Committees may elect to commit TIES funds in groups of \$10,000 or may recommend commitment in amounts that make up \$10,000 eg. If your faculty was allocated \$30,000 for TIES Small Grants, this may be committed for 3 projects to the value of \$10,000 each or 6 projects of \$5,000 or a mix making up a total of \$30,000. NB: All TIES Small Grants must be under \$10,000.

2. It is assumed that there will be no carry over of monies from TIES Small Grants. All Grant monies must be expended within the calendar year of receipt of funds.