The University of Auckland Learning Enhancement Grants

Information to applicants

Purpose

The scheme provides contestable funding for innovative projects that advance the University’s teaching and learning priorities and provide models of outstanding teaching practice that can be emulated.

Applications should align with the strategic goals of the University and its Learning and Teaching Plan.

Proposals may be submitted by individual staff, groups of staff, or academic units. Both pilot studies and wider collaborative projects across departments and faculties will be considered.

Application Procedure

Applications for a Learning Enhancement Grant follow a two-phase process. The first phase is submission of an Expression of Interest (EOI) which should concisely explain the aims and method of the proposed project, including its potential transferability to other parts of the University. The LEGs Subcommittee will invite submitters of successful EOIs to complete a project plan, with a strong likelihood that a grant will be made subject to the plan’s acceptance.

EOIs and subsequent project plans must be submitted on the forms provided and should not exceed the word limits indicated. Each form must be signed off at the Faculty level (i.e. by the Dean, or Associate Dean (Teaching and Learning) or equivalent), confirming that the project aligns with the strategic goals of the University and its Learning and Teaching Plan, has the support of the faculty, and indicating what potential it has to impact on wider practice.

Criteria

Applications will be assessed using the following criteria:

Expressions of Interest
- the feasibility of the project and the quality of its methodology
- the extent to which the project could become an exemplar in teaching practice and course delivery and impact positively on student learning
- potential transferability to other parts of the University

Project plans
- depth of project development
- the quality of the project’s evaluation processes

Grants may also be awarded as part of a portfolio of institutional projects which are administered annually by the office of the DVC (Academic).
Eligibility

Applicants must be full or part-time members (with teaching responsibilities of a minimum of 0.2 FTE) of the teaching staff of The University of Auckland.

Funding

A maximum of $20,000 will be awarded to any one project. In addition, there will be provision for one grant annually of up to $50,000 to be made to a faculty, to support a faculty-wide project.

The following will not be funded:
- “business as usual” activities
- equipment
- travel, conference attendance or accommodation
- routine curriculum review or development
- costs that should be covered by departments as part of the normal expense of teaching a course
- enhancements to previously funded pilot projects.

The LEGs Subcommittee

A LEGs Subcommittee will be established annually and be delegated authority by the Teaching and Learning Quality Committee to call for and process applications, and to make recommendations concerning awards. The LEGs Subcommittee will comprise members of the Teaching and Learning Quality Committee, a student, and others chosen at the Committee’s discretion. The chairperson of the LEGs Subcommittee will be appointed by the Teaching and Learning Quality Committee.

Acceptance

Successful applicants must accept the award in writing within two weeks of receiving notification of a grant. In the case of an acceptance not being received, the Subcommittee will reallocate the funding attached to the award.

Grants are managed through the Vice-Chancellor’s Office, and must be expended in the academic year following (i.e. January – December).

The ownership of materials developed via LEG grants will be subject to the University’s policy on intellectual property. Materials developed via LEG grants will be judged to be generally available to University staff.

Period in which grant is to be expended

The grant will typically be expended between January and December of the following academic year. Where a longer period will be required (e.g. for projects with pilot and implementation stages), applicants may request expenditure of the grant over two years. For budgetary purposes, this request must be made at the time the application is submitted. Funds will be released for the second stage of two-year projects subject to a satisfactory Interim Report.
Reporting

Applicants:
As a condition of the grant the recipient will:

- submit an interim report by **1 August** (or 1 December for two-year projects), including a project expenditure statement, which will be considered by TLQC at its August meeting.

- submit a final report by **31 October** of the year following completion of the project, detailing how the project was evaluated. This report will be considered by TLQC at its December meeting. Final reports will be published on the web and may be used by the Centre for Learning and Research in Higher Education (CLeaR) as exemplars of good practice.

- make a presentation to their Department, School or Faculty and to the CLeaR Teaching and Learning showcase as appropriate, regarding their LEG project, and will indicate when and where this presentation took place in their final report.

Interim and Final Reports must be signed by the Faculty (Dean or Associate Dean (Teaching and Learning) or equivalent).

Templates for LEGs reports are available on the Learning and Teaching website at:

[www.auckland.ac.nz/learning-enhancement-grants](http://www.auckland.ac.nz/learning-enhancement-grants)

Faculty Representatives on Teaching and Learning Quality Committee:
Faculty representatives on TLQC will address project reports and discuss the potential for wider applicability.

2018 Timeline

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<th>Event</th>
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<tr>
<td>Expressions of Interest (EOIs) invited</td>
<td>Tuesday 1 May 2018</td>
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<tr>
<td>EOIs close</td>
<td>Friday 22 June 2018</td>
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<tr>
<td>First meeting of LEGs Subcommittee</td>
<td>First two weeks of July</td>
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<td>Project plans invited from selected EOIs; submitters of unsuccessful EOIs advised</td>
<td>Mid-July</td>
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<tr>
<td>Deadline for project plans</td>
<td>Friday 7 September 2018</td>
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<tr>
<td>Second meeting of LEGs Subcommittee</td>
<td>Last two weeks of September</td>
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<tr>
<td>TLQC endorses recommendations; applicants advised</td>
<td>Mid-October</td>
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<td>Period in which grant is to be expended</td>
<td>January to December 2019 (one-year projects) / January 2019 to December 2020 (two-year projects)</td>
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<td>Interim Report, including project expenditure statement to be submitted</td>
<td>By 1 August 2019 (one-year projects) / By 1 December 2019 (two-year projects)</td>
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<td>Discussion of Interim Reports by TLQC</td>
<td>August and February meetings of the Committee</td>
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| Final Report to be submitted | By 31 October 2020 (one-year projects)  
|                             | By 31 October 2021 (two-year projects)  
| Discussion of Final Reports by TLQC | December meeting of the Committee |

**Enquiries**

Enquiries about LEGs may be made to the Secretary of the LEGs Subcommittee, Susan McDowell-Watts, s.mcdowell-watts@auckland.ac.nz, ext 87317