

LEARNING AND TEACHING RESEARCH AND DEVELOPMENT GRANTS PROGRAM PROCEDURE



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1 PURPOSE

- 1.1 This procedure outlines the requirements and process for applying for a Learning and Teaching Research and Development (LTRD) Grant at CQUniversity.

2 SCOPE

- 2.1 This procedure applies to learning and teaching focused research funded by CQUniversity.

3 PROCEDURE

- 3.1 The University's LTRD Grants Program provides funds to encourage employees to undertake innovative impact-focused projects that build capacity in learning and teaching research and thereby promote better student learning outcomes. This also enables employees to engage in the scholarship of learning and teaching.
- 3.2 The program provides employees with a developmental experience and a means of initiating projects that discover, embed and disseminate potentially significant findings and impacts beyond routine educational evaluation and improvements. Success in obtaining funding may position applicants to engage in other grant opportunities and contribute to enhancing quality learning and teaching at the University.

Project eligibility for funding

- 3.3 To be considered for LTRD grant funding, potential projects must be aligned with the University's current priorities, strategic aims and goals, the [University's Learning and Teaching Strengths](#), and the [Learning and Teaching Framework](#). Potential projects must be grounded in literature and designed to:
1. implement an existing innovation in a new context

2. investigate a problem and pilot an emergent solution
 3. evaluate existing practices with a view to broadening or deepening impact, or
 4. curiously explore a particular domain of learning and teaching.
- 3.4 Proposed projects must gather data from and/or be generalisable to students and employees from more than one discipline or business area.

Eligibility to apply

- 3.5 The grant applicant must be the project's Chief Investigator, i.e., a University employee who is eligible to apply for a LTRD grant.
- 3.6 The following employees are eligible to apply for a LTRD grant:
1. full-time and part-time continuing employees, and
 2. full-time and part-time fixed-term employees, whose contract is confirmed in writing by the relevant head of business area and will continue for 24 months past the approved project's funding start date.
- 3.7 Associate or partner investigators on the project may include University full-time, part-time (continuing or fixed-term) or casual appointments (associate investigator), and adjunct and/or emeritus appointments or participants from industry or the Australian tertiary education sector (partner investigator). Teams may contain only one partner investigator.
- 3.8 Teams must include team members who have the relevant expertise to contribute to the conduct of the project as described in the research design, taking required skillsets into consideration.
- 3.9 Teams must include at least one University teaching scholar who has not previously been involved in a funded Scholarship of Learning and Teaching or LTRD grant.
- 3.10 At least one team member must have research training (for example have undertaken a research higher degree or research preparatory qualification) or have a track record in research. This can be identified in the table at the beginning of the proposal.

How to apply

- 3.11 The Learning Design and Innovation Directorate will initiate the LTRD grant program each year by calling for expressions of interest.
- 3.12 The LTRD Grants Review Panel (the Review Panel) will assess and recommend or decline expressions of interest and proposals in relation to the assessment criteria and related documentation requirements. If a proposed project is declined at the expression of interest stage (Step 1 below), it will not be eligible to be lodged at either preliminary or final proposal stages.
- 3.13 For projects to be eligible for funding consideration, Chief Investigators must lodge:
- an expression of interest (Step 1)
 - at least one preliminary project proposal (Step 2), and
 - a final project proposal (Step 3).

Step 1: Lodging an expression of interest

- 3.14 Chief Investigators must complete the LTRD Grants Expression of Interest Template to submit an expression of interest.
- 3.15 The template contains strict content and formatting requirements. Expressions of interest which do not meet these requirements will be ineligible for consideration.
- 3.16 Chief Investigators must lodge the expression of interest through the University's Learning Management System (Moodle) no later than 11.59PM AEST on the specified due date.

- 3.17 Expressions of interest will be assessed according to the assessment criteria (see section 3.30) and, if successful, the Chief Investigator will be invited to take part in the development process and progress to Step 2.

Step 2: Lodging a preliminary project proposal

- 3.18 Chief Investigators will complete the following when preparing a preliminary project proposal:
- LTRD Grant Project Preliminary Proposal Template Part 1 and/or Part 2. Eligible Chief Investigators will have access to these templates if their expression of interest is successful.
 - LTRD Grant Budget Workbook. This document must be used to calculate salary budget items. Budgets must be fully justified within the final proposal with an explanation of why particular budget items are required and will be checked for accuracy after lodgement. Any discrepancy in the budget total may impact the completion of the project, so care should be taken to fully cost the proposed project, including both in-kind and funded requirements.
- 3.19 The project proposal must align with the University's strategic aims and goals, the University's Learning and Teaching Strengths, Learning and Teaching Framework and section 3.3 of this procedure. A competitive project proposal will identify the anticipated improvements to learning and teaching arising from the project's implementation and stated deliverables.
- 3.20 The project proposal templates contain strict content and formatting requirements. Proposals which do not meet these requirements will be ineligible for consideration.
- 3.21 The project proposal must include a description of evaluation activities that will be used to assess the progress of the project, the reporting of findings and the completion of deliverables. The evaluation description must include stated milestones and identify a timeframe for the anticipated interim and final evaluation of the project.
- 3.22 The project proposal must include an impact strategy that engages with relevant stakeholders within and beyond the School or business area to inform and promote potential uptake of the anticipated outputs of the project. This strategy should be achievable relative to the context of the project and in the time available for implementation and should clearly list deliverables.
- 3.23 Examples of deliverables of impact may include but are not limited to:
- the use of interactive online technology and social media to build networks and widen project participation
 - trialling of concepts, approaches and products in a range of disciplinary and/or other contexts within the University
 - embedding of project findings into policy documents, plans and other systemic documentation
 - facilitating interactive workshops, forums and train-the-trainer opportunities
 - adopting strategies that leverage student participation in project design and implementation, or
 - engaging partnerships with colleagues in other areas of the University, including vocational education, as well as industry, government agencies and community organisations.
- 3.24 Preliminary project proposals must be lodged no later than 11.59PM AEST on the specified due date.
- 3.25 The Review Panel will review preliminary project proposals and provide feedback to Chief Investigators. If a Chief Investigator decides to proceed to Step 3, this does not constitute any guarantee that the project will receive funding.

Step 3: Lodging a final grant project proposal

- 3.26 Final project proposals must include the completed final proposal template, completed budget workbook, along with:
- an email from each research team member's line supervisor, approving workload allocation (in-kind salary contributions) in the project budget, and

- an email statement of endorsement from the Chief Investigator's Deputy Dean Learning and Teaching, or equivalent for non-School employees (for example, Director), confirming:
 - that the stated project aims and intended impacts are of merit, have the potential to measurably improve learning and teaching, and can be adapted for other disciplines, and
 - approval of any additional funding and/or in-kind contributions (for example, consumables or allocated desk/space for a research assistant) from the head of the business area providing these in-kind items to the project. The University's [Space Management Procedure](#) should be followed when allocating space for casual employees.

An example email statement of endorsement is available in the application resources section of the Moodle tile.

- 3.27 The final project proposal, including all components, must be lodged no later than 11.59PM AEST on the specified due date.
- 3.28 Extension requests for lodgement of proposals and/or late final project proposals will not be accepted, except in compassionate and compelling circumstances. Examples of compassionate and compelling circumstances are available in the University's [Glossary](#), noting that it is not an exhaustive list. Any requests for extension on compassionate or compelling grounds will be assessed by the Review Panel Chair on a case-by-case basis and must be made, at least one week prior to the due date, in writing to ltgrants-awards@cqu.edu.au.

Support for chief investigators

- 3.29 The Learning Design and Innovation Directorate will offer a range of support, including resources, to assist in preparing expressions of interest and project proposals, grant development sessions, mentoring options, and formative feedback from reviewers.

Assessing applications

Expressions of interest

- 3.30 Expressions of interest will be assessed using the following criteria:
- Need for the project: is the imperative need for the project clear. Has the gap in current knowledge been clearly identified?
 - Research questions: are they discernible, well-formed and measurable?
 - Relevance: is the project in alignment with the strategic goals and aims of the University, the Learning and Teaching Strengths and the Learning and Teaching Framework
- 3.31 The Review Panel will assess the merits of each expression of interest and notify the Chief Investigator if the project is eligible to proceed to Step 2. The Review Panel may request additional information from the Chief Investigator about their expression of interest at any time after lodgement.
- 3.32 If an expression of interest is recommended for development and the Chief Investigator decides to proceed to Step 2, this does not constitute any guarantee that the project will receive funding.
- 3.33 The Review Panel will recommend a mentor to each successful expression of interest team. Project teams may suggest a preferred mentor, however, final approval rests with the Review Panel Chair. The mentor role is advisory, not directive, will last through the application process and, if the project is funded, until completion of the project. Project teams have a right of written reply to the Director Learning Design and Innovation if they do not agree with the decisions of the Review Panel in assigning a mentor.

Preliminary and final project proposals

- 3.34 Reviewers, with LTRD research experience, will assess the merits of each project proposal, including the investigative team's expertise in relation to the project design.

- 3.35 Reviewers, with LTRD research experience, will provide detailed feedback on ways to improve preliminary proposals, and may include suggested improvements to project design, or the project's value and relevance to the University.
- 3.36 The Review Panel may request additional information from the Chief Investigator about the project proposal before deciding whether to recommend it for funding.
- 3.37 Following assessment of the final proposal, the Review Panel will recommend funding of selected project proposals to the Director Learning Design and Innovation.
- 3.38 Chief Investigators will be advised of the outcome of the assessment of their proposal within 10 weeks of the final project proposal lodgement date.
- 3.39 The Review Panel will identify and approach a person, who is likely to have a vested interest in the impact of the project, as champion for each successful project. Project teams may suggest a preferred champion, however, final approval rests with the Review Panel Chair. The champion role is advisory, not directive, and will last until completion of the project.
- 3.40 Preliminary and final proposal assessment criteria are available on Moodle.
- 3.41 Appeals will only be considered against the Review Panel's implementation of processes described in this procedure. Any appeals against the decisions made in the review process must include information about the specific areas in which the process was breached. Appeals must be submitted in writing to ltgrants-awards@cqu.edu.au within 10 working days of the date of notification of the outcome. All appeals will be treated in confidence and will be considered by Director Learning Design and Innovation, or, in the event of a real or perceived conflict of interest, the Vice-President (Academic).

Funding

Availability of funds

- 3.42 Three approved projects will receive up to \$4,000 in funding. Funding requests will be carefully vetted. Projects must be carefully scoped to ensure there is a balance between value for money and total funding required to complete the project. Only cost estimates that are required for the conduct of the project should be included in the budget. Chief Investigators whose budgets have inflated or deflated project costs, or do not reflect the scope of the project, will be required to justify the costs further or revise their final funding request.
- 3.43 The Chief Investigator is responsible for sourcing any funding that may be required to finalise the project, in excess of the approved budget.
- 3.44 Funding is granted on condition that the project is completed, and all funding is used, within 18 months of the project start date. If funding is not expended in this timeframe, it may be withdrawn from the project and reallocated in subsequent LTRD grant rounds.
- 3.45 Project funding will be made available subject to the Chief Investigator of an approved project proposal signing an Internal Grant Agreement and receiving Ethics Committee approval of the project. The signed agreement and Ethics Committee approval must be emailed to ltgrants-awards@cqu.edu.au before accessing funding. Refer to the [applying for ethical clearance](#) section for further information.
- 3.46 If a funded project requires a variation to project team members, timeline, milestones, deliverables, or budget a Variation Request Form must be lodged to ltgrants-awards@cqu.edu.au. Variations will be considered and approved on a case-by-case basis by the Review Panel Chair. Any approved variation to team members, must be forwarded to ethics@cqu.edu.au for their records.

Appropriate use of funding

- 3.47 LTRD grant funding may be used:
- to employ specialist employees, or research or project employees, to assist in conducting the research or development of resources. Note: if specialist employees are recruited on fee for service terms (for example, a programmer or video producer whose services are procured through a website agreement),

the intellectual property interests of the University must be considered. Chief Investigators must contact the Procurement Advice Team (pat-requests@cqu.edu.au) prior to agreeing to any external party's terms that are either stated on a website or in an agreement or contract

- for activities such as implementing and analysing surveys or other relevant activities
- for teaching/marking relief
- to purchase specialised equipment and/or software. Appropriate justification is required. Equipment, software and licenses will remain University property (Note: grant funding cannot be used to purchase standard equipment normally available through business area funding – see section 3.47 in Restrictions on use of funding)
- for travel and/or associated costs that are directly connected to a stated deliverable of the project's impact strategy (for example, workshop facilitation, conference attendance, or publication fees for open access peer-reviewed journals), or
- for material or financial incentives for participation up to the value of \$25 per participant. Any incentives valued beyond \$25 per participant must be adequately justified in the project proposal and will be approved at the discretion of the Review Panel. The [Gifts and Benefits Policy and Procedure](#) and [Gift Cards Procedure](#) must be followed if provision of incentives for participants is included in the project budget.

3.48 Any required purchase, up to \$3,000 (inc. GST), should be paid for using corporate credit card. Chief Investigators should familiarise themselves with the [Corporate Credit Card Procedure](#). If a Chief Investigator does not have a corporate credit card, any project team member or an administration officer from the Chief Investigator's business area who does have one, may purchase for and acquit on behalf of the project.

Restrictions on use of funding

3.49 Funding use must be for the approved project researching learning and teaching at the University.

3.50 The Review Panel will carefully evaluate impact dissemination costs such as travel and publication fee expenditures on a case-by-case basis as part of the proposal budget review.

3.51 LTRD grant funding may not be used for:

- activities considered part of normal learning and teaching processes or routine curriculum development and updating, including unit/course enhancement and review
- salary costs for investigators
- travel related to networking or only vaguely related to the impact strategy
- external goods and services already available within the University, or
- equipment that is a standard information technology procurement item.

Reporting and publishing project findings and impacts

3.52 For funded projects, Chief Investigators will:

- provide a mid-project verbal progress report to the Review Panel Chair (approximately nine months after grant funds are made available). Mid-project reports are required even if the project has not met its anticipated outcomes.
- provide a final written report, using the LTRD Grant Final Report Template, (of no more than five A4 pages) upon project completion (not more than 18 months after the grant funds are made available) with financial acquittals to lt-grants-awards@cqu.edu.au. Final reports are required even if the project has not met its anticipated outcomes.
- prepare and lodge at least one publication within 24 months of project funding approval, (for example conference paper, journal article manuscript about the project and/or its outcomes to a quality journal) and provide evidence of dissemination of a summary of findings to stakeholders. Further information on research impact is available through the CQUniversity library. All impacts of the publications must also be included in the impact report (see next bullet point). Researchers will be advised of any strategically

identified 'Field of Research' code that publications should be recorded against, in the University's publications reporting database, and

- send an impact report of no more than two A4 pages, to ltgrants-awards@cqu.edu.au, 12 months after the project is complete, confirming that project findings and deliverables have been disseminated, that the impact plan has been completed and describing any unexpected impacts that have occurred post-project.

- 3.53 Reports will be distributed for approval to the Review Panel Chair and/or other relevant stakeholders. If the content of a report does not meet the requirements described in the template, it will be returned to the Chief Investigator for amendment. Approved final project reports will be presented by the Chief Investigator as a focus item at a relevant Committee meeting and may be made publicly available after lodgement.
- 3.54 If these requirements are not met, the Chief Investigator may not be eligible to apply for funding in subsequent LTRD grant rounds.

Ethical practice

Applying for ethical clearance

- 3.55 Ethical clearance is required for all research projects involving human participants. To apply for ethical clearance, the Chief Investigator must complete the online ethics application available at <https://myresearch.cqu.edu.au/> using their University login. Any problems in accessing the system should be referred to the Ethics Office. The online form will automatically assess whether the project meets the criteria to be considered through the low-risk pathway, or whether it needs to be assessed by the relevant full Ethics Committee.
- 3.56 Chief Investigators must ensure they are fully aware of the compliance requirements of their prospective projects. Further information about applying for ethical clearance is available on the [University's Ethics Committee website](#).
- 3.57 Applications for ethical clearance may commence prior to the final proposal lodgement date.

Conduct

- 3.58 Chief Investigators and project team members must follow the Code of Conduct, Code of Conduct for Research, Feedback and Surveys Policy and Procedure and any other associated policy documents (see [Related Legislation and Documents section](#)), and have a clear understanding of the [National Statement on Ethical Conduct in Human Research](#).
- 3.59 Investigators must ensure they are aware of the requirements of a Research Data Management Plan and approved data storage options.

Intellectual property

- 3.60 All known intellectual property issues must be identified in the project proposal. Intellectual property generated by LTRD grant activities remains the property of the University unless otherwise negotiated.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Director Learning Design and Innovation is responsible for implementing, monitoring, reviewing and ensuring compliance of this procedure.

Reporting

- 4.2 The Learning Design and Innovation Directorate will report the outcome of the LTRD Grant Program annually to Academic Board for noting, via the Education Strategy and Innovation Committee.

Records management

- 4.3 Employees must manage all records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.4 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

6 RELATED LEGISLATION AND DOCUMENTS

[Code of Conduct](#)

[Code of Conduct for Research](#)

[Corporate Credit Card Procedure](#)

[Feedback and Surveys Policy and Procedure](#)

[Gifts and Benefits Policy and Procedure](#)

[Gift Cards Procedure](#)

[Intellectual Property and Moral Rights Policy](#)

[Learning and Teaching Framework](#)

[Learning and Teaching Research and Development Grants Review Panel Terms of Reference](#)

[Learning and Teaching Strengths](#)

[National Statement on Ethical Conduct in Human Research](#)

[Procurement Policy and Procedure](#)

[Research Data Management Policy and Procedure](#)

[Strategic Plan](#)

7 FEEDBACK

- 7.1 Feedback about this document can be emailed to policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Delegated Approval Authority	Education Strategy and Innovation Committee
Advisory Committee	N/A
Required Consultation	N/A
Administrator	Director Learning Design and Innovation
Next Review Date	17/03/2025

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 01/04/2014
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Notes	This document was formerly known as the Scholarship of Learning and Teaching Grants Procedure (19/02/2019).