This concept form can be used to assist in developing your grant proposal concept. Assessment of the concept needs to be made against the OLT criteria: **Project outcomes and rationale**, **approach**, **value/need for project** and **project management**.

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| **OLT Project Concept Form** | | | | | | | | | | | | |
| Proposed Project Title |  | | | | | | | | | | | |
| **Project Summary** (160 word abstract) | | | | | | | | | | | | |
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| **OLT Grant Program:** | | | Innovation and Development Seed Extension | | | | | | | | | |
| **Funding range:** | | | Seed <$40k I&D $40k🡪$350k I&D >$350k significant national Extension up to $30k | | | | | | | | | |
| I have read the appropriate OLT grants program guidelines and I believe this project could be submitted to the **priority:** | | | | |  | | | | | | | |
| In the timeframe: | | | | | Round 1 Round 2 Year | | | | | | | |
| Explain how your project meets the nominated priority | | |  | | | | | | | | | |
| Explain how your project meets your institution’s strategic directions in teaching and learning | | |  | | | | | | | | | |
| **Project Leader:** | | | | | | | | | | | | |
| Title: | Professor A/Professor Dr Mr Ms Mrs Miss | | | | | | | | | | | |
| First/Other Names: | |  | | | | | Last/Family Name: | | | |  | |
| Position: |  | | | | | | | | | | | |
| School/Directorate: | |  | | | | | | | Faculty: | | |  |
| 🕿 Telephone: | ( ) | | | | | 🕿 Mobile: | |  | | | | |
| Fax: | ( ) | | | | | Email: | |  | | | | |
| **Other people from this institution:** | | | | | | | | | | | | |
| Title | First/Other Names | | | Last/Family Name | | | | | | Position/School | | |
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| Additional collaborator names: |  | | | | | | | | | | | |

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| **External Project Participants** | | | | | | | |
| **Potential Major Project Partners** (Max 4) | | | | | | | |
| Institution | | | | Title | Initials | Last Name | Already Contacted? |
|  | | | |  |  |  | Yes No |
| How will this institution/person add value to your project: | |  | | | | | |
|  | | | |  |  |  | Yes No |
| How will this institution/person add value to your project: | |  | | | | | |
|  | | | |  |  |  | Yes No |
| How will this institution/person add value to your project: | |  | | | | | |
|  | | | |  |  |  | Yes No |
| How will this institution/person add value to your project: | |  | | | | | |
| **Other Institutional Involvement** (Junior Partners, Institutional Participants etc. List potential ) | | | | | | | |
| Institution/persons already contacted | | | Role in the project | | | | |
|  | | |  | | | | |
| Institution/persons not yet contacted | | | Potential role in the project | | | | |
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| **Proposed reference group members** (People recognised as experts in the field, experience in similar projects etc.) | | | | | | | |
| Name | | | Expertise/experience | | | | Already Contacted |
|  | | |  | | | | Yes No |
|  | | |  | | | | Yes No |
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|  | | |  | | | | Yes No |
| **Any others:** |  | | | | | | |

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| **Project Justification** (Why Higher Education in Australia needs this project) | |
| **Summarise the problem or issue this project will address.** (two to three sentences) |  |
| **Why is it important to undertake this project?** (two to three sentences) |  |
| **Explain how your project contributes to the enhancement of learning and teaching in higher education** (two to three sentences) |  |
| **Which OLT objective(s) does this project meet?** See Program Information |  |
| **Explain how your project meets the(se) objective(s).** (two to three sentences) |  |

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| **Project Preparation** | |
| **What projects has ALTC/OLT previously funded that relate to this project, and how is this project different?** (two to three examples) |  |
| **What key issues have been identified from the literature?**  (how will this project build on a strong theoretical framework that is grounded in the literature) |  |
| **What other preparatory work has already taken place towards this project?** e.g. pilot study, related research (two to three sentences) |  |
| **What additional work needs to be completed prior to submission?** e.g. pilot study, literature review (two to three sentences) |  |

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|  | **Project Impact**  **Anticipated changes at:**  *NB: these are approximations & text is not expected in every cell* | | | |
|  | **Project completion** | **Six months post-completion** | **Twelve months post-completion** | **Twenty-four months post-completion** |
| 1. **Team members** |  |  |  |  |
| 1. **Immediate students** |  |  |  |  |
| 1. **Spreading the word** |  |  |  |  |
| 1. **Narrow opportunistic adoption** |  |  |  |  |
| 1. **Narrow systemic adoption** |  |  |  |  |
| 1. **Broad opportunistic adoption** |  |  |  |  |
| 1. **Broad systemic adoption** |  |  |  |  |

* 1. What indicators exist that there is a climate of readiness for change in relation to your intended project?
  2. In brief and indicatively, what impacts (changes and benefits) do you expect your project to bring about, at the following levels and stages of the Impact Management Planning and Evaluation Ladder (IMPEL)?[[1]](#footnote-1)
  3. What are your strategies for engaging with stakeholders throughout the project?
  4. How will you enable transfer[[2]](#footnote-2) that is ensuring that your project remains impactful after the funding period?
  5. What barriers may exist to achieving change in your project?
  6. How will you keep track of the project’s impact? What analytics may be useful?
  7. How will you maintain relevant project materials for others to access after the project is completed?

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| **Project Outcomes** (specific measurable objectives designed to reach the project goals e.g. new practices, new technologies, new methodologies, models, resources, workshops, publications etc.) | | | | |
| **Outcome Category** | **Outcome** | **Activities that will achieve this outcome (Approach)**  e.g. survey, resource or website development, training, colloquium, roundtable | **Potential usefulness of the outcome (Value/need for project)**  List who will benefit (disciplines, some universities, entire sector) and how they will benefit | **Dissemination of this outcome**  How will you involve or inform those who will benefit? |
| **Project Materials**  Things you will produce e.g. resources, guidelines, research reports  The project evaluator will need to view these |  |  |  |  |
| **Immediate benefits**  Things that will happen within the timeframe of the project, e.g. enhance institutional understanding, inform colleagues of issues etc  The project evaluator will measure the success of these |  |  |  |  |
| **Long term benefits**  Things you hope will happen after the project ends, e.g. practices changed across the sector  The project evaluator will consider these. |  |  |  |  |

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| **Project Activities**  **(Approach & Project Management)** | | | | |
| **Activity**  List all the activities mentioned in the previous section | **Who will do it?**  e.g. Project leader, project partner, collaborator, external consultant, hired specialist, project manager, admin assistant | **How will it be organised?**  e.g. Who will delegate, supervise or provide input? If multiple people are required, how will they collaborate? | **How long will it take?**  Approximate number of DAYS | **How much will it cost?**  Approximate direct (non-salary) cost |
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| **Project Resourcing** | | | | | |
| **What additional staff will need to be hired or reassigned to conduct the activities?** e.g. project manager, research assistant, admin assistant, programmer etc. | |  | | | |
| **What other resourcing will be required to conduct the activities?** e.g. office space incl desk & computer/phone/internet, travel, specialist software, facilitator for meetings etc. | |  | | | |
| **Would the university be obliged to continue support for the outcomes at the end of the grant period?** | | | | | Yes No |
| If **YES**, what would be required? | |  | | | |
| Are there likely to be any IP issues? | Yes  No | | If yes, briefly describe |  | |

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| **Outputs Resulting from the APPLICATION, i.e. prior to the project commencing**  Applicants are encouraged to consider the types of publications that could arise from preparing the grant application | | |
| **The team is aiming to publish:** | | |
| Literature review/meta analysis Pilot study results  Concept/statement of problem Research methodology  Sector survey Document analysis  Other (please specify) | | |
|  | **Publication 1** | **Publication 2** |
| Publication idea: |  |  |
| Journal/Conference targeted for publication: |  |  |
| Estimated timeframe for submission: |  |  |
| Which collaborators will be co-authors: |  |  |

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| **Peer, Colleague or Institutional Committee Feedback** | |
| **Project name and contact author:** |  |
| **Project Rationale and Sector Readiness** |  |
| **Project Outputs (deliverables)** |  |
| **Project Impact** |  |
| **Approach** |  |
| **Project Team and Governance** |  |
| **Budget**  A detailed budget is not expected at the concept stage, feedback should aid development of the application |  |
| **Project Evaluation** |  |
| **Any other feedback** |  |

1. The full version of the IMPEL model, developed by Tilly Hinton while on secondment to the Office for Learning and Teaching, is online at <http://www.olt.gov.au/grants-and-projects/impact>. Further information on this model and resources to assist in considering project impact are available on the website. [↑](#footnote-ref-1)
2. Transfer in this context means ‘the processes undertaken to maintain momentum and impact beyond the funded life of the project and beyond the project team’, Hinton, T., Gannaway, D., Berry, B., & Moore, K. (2011). The D-Cubed Guide: Planning for Effective Dissemination. Sydney: Australian Teaching and Learning Council. [↑](#footnote-ref-2)