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| OLT I&D Project Concept Form Round 1 2016 |
| Proposed Project Title (15 words or less) |  |
| Project Summary (150 word abstract) |
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| Before continuing you are encouraged to read the Grants Assessment Report Round 1, 2015 (see [OLT website](http://www.olt.gov.au/)) |
| Project Leader: |
| Title: |  Professor A/Professor Dr Mr Ms Mrs Miss |
| First name: |  | Last name: |  |
| Position: |  |
| School/Area: |  | Faculty: |  |
| 🕿Telephone: |  | 🕿Mobile: |  | Email:  |
| Is this a repeat application? y/n\* |
| Priority Area (choose 1): | • Academic standards • Assessing equivalence of qualifications and learning outcomes • Assessment and promotion of student learning • Designing learning for the future• Employability skills for the future• Improving institutional pathways across higher education • Improving access to and outcomes in higher education for Aboriginal and Torres Strait Islander people • The contemporary PhD |
| Criteria to be Addressed – Parts A-GAll criteria need to be addressed under separate headings in your full application, in this concept form we are looking for brief summaries of two or three sentences. Dot points acceptable. |
| 1. Project rationale and need for the project
 |
| Explain how your project meets the nominated priority. How will your project enhance teaching and learning in the chosen area? (see OLT instructions 2016; [Innovation and Development](http://www.olt.gov.au/system/files/ID-SP_2016_instructions_v3.pdf) p.7) |
| Explain how your project meets your institution’s strategic directions in teaching and learning (See *Live the Future: Agenda 2020 Strategic Plan*) and other HE Institutions more generally. |
| 1. Project Outputs (or deliverables)
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| What products or resources will be generated by the project? (Eg. frameworks, criteria, learning resources, workshops, reports, learning objects, tools, etc) |
| 1. Project Impact
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| What positive and substantial benefits will your project have for students, staff, institutions and the HE sector? (Please refer to the OLT’s guides to planning impact – see OLT instructions 2016 [Innovation and Development](http://www.olt.gov.au/system/files/ID-SP_2016_instructions_v3.pdf) pp36-38). Must be appropriate to size and scale of project. |
| 1. Project Approach
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| How do you plan to carry out your project? (Include brief description of stages, major tasks or activities, milestones, associated outputs. Final version will also need a clear timeline but this is not necessary for the concept form). |
| 1. Project team and governance
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| Team members:  |
| Title/position | First name | Last name | Role in project (How will this institution/person add value to your project?) |
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| F. Project Budget  |
| (full budget as per Budget Template [Appendix 8] required for completed application) |
| What additional staff will need to be hired or reassigned to conduct the activities? Eg. Project manager, research assistant, admin assistant, programmer etc. |  |
| What other resourcing will be required to conduct the activities? Who will supply these? Eg. Office space including desk & computer/phone/internet, travel, specialist software, facilitator for meetings etc. |  |

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| 1. Project Evaluation
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| All innovation and development grants with funding over $120,000 are required to engage an independent external evaluator. |
| What is your evaluation plan? |  |
| How will the evaluation plan contribute to the project’s Impact? |  |

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| Support for proposed project from Head of School/Supervisor or equivalent; please provide a brief statement of support for the proposed project |
| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_support the above project proposal to the Deputy Vice-Chancellor (Education) |
| Position: |  |
| Faculty/Division: |  |
| Signature: |  | Date: / /2015 |

\*If less than two years since an application was submitted please describe how this proposal is ‘significantly different’, or there is a ‘distinct change in higher education systems’ that makes this proposal ‘clearly relevant’.

This concept form must be used to assist in developing your grant proposal concept. Assessment of the concept needs to be made against the OLT criteria found in the current and appropriate OLT Program information and application instructions. This form has been adapted from: R James and C McCormack *Grant Application Handbook* 2014 (http://dehub.edu.au/publications/books/)

Please return completed form to the Teaching Awards and Grants Team: xxxxx no later than **9 September, 2015**

NB. It is important to stay in touch with your Institutional Contact Officer (xxxxxx) to ensure that you are included on the list of endorsed applicants for Round 1, 2016. The OLT will not accept applications that are not on this list, which is submitted to the OLT in advance of the final due date.

You will also need to draft a **letter of support**. OLT template must be followed. Email xxxxxx for the proforma.

If you have any queries or comments about the form or OLT grants and awards, do not hesitate to contact the team.