



SUBMIT COMPLETED APPLICATIONS TO:

Project Officer
 Teaching and Learning
 Centre for University Teaching
 Tel: 8201 3828
 altc@flinders.edu.au

FLINDERS TEACHING QUALITY NETWORK TEACHING AND LEARNING PROJECT FUND SEED GRANT APPLICATION FORM

Information for Applicants – please read.

1. This form is for members of the Flinders staff to apply for funds under the Flinders Teaching Quality Network Teaching and Learning Project Fund.
2. Grants of up to \$3,000 are available (\$1,000 for Citation support).
3. Staff should indicate how the grant money will be used, with specific reference to how the activity engages with the mission and objectives of the Australian Learning and Teaching Council (ALTC) (see: <http://www.altc.edu.au>).
4. The grant is intended to support an individual or group at any stage of pursuing an ALTC citation, award, or grant application. It may therefore be used to assist with such things as:
 - travel expenses to meet with colleagues to discuss an application idea
 - time-release to prepare an application or work on an idea
 - funding for support staff to assist with a project/ application
 - organisation of a collaborative function relevant to a project/ application, eg a luncheon
5. Applications must be endorsed by the applicant's Head of Department/ School/ AOU or equivalent.
6. There is no closing date for seed grant applications, however as they are intended to support staff in their endeavour to apply for an ALTC activity, they should be submitted prior to the relevant ALTC closing date.
7. Applications are to be submitted to the Administrative Officer, Teaching Awards and Grants.
8. If successful, applicants will be notified in writing. They will be required to provide a suitable account code for a grant fund journal.
9. If unsuccessful, applicants may resubmit their application - with consideration to the recommendations provided by the DVC(A) – at any time.

SECTION 1: APPLICANT DETAILS

TITLE		FIRST NAME	
LAST NAME			
PHONE			
EMAIL			
POSITION TITLE <small>(include level, eg Level A-E, HE07)</small>		ACADEMIC	GENERAL
DEPT / SCHOOL / AOU			
FACULTY / COST CENTRE			
TEAM APPLICATION	YES	NO	

SECTION 2: PROJECT DETAILS (ADDITIONAL MATERIAL MAY BE ATTACHED IF REQUIRED)

AMOUNT REQUESTED (UP TO \$3,000 for ALTC Program Award support)	\$	
HOW WILL THE GRANT FUNDS BE USED TO SUPPORT YOUR PROGRAM AWARD NOMINATION?		
*WHICH PROGRAM AWARD CATEGORY WILL YOU APPLY UNDER? Please tick ✓		Widening Participation
		Educational Partnerships and Collaborations with Other Organisations
		The first-year experience
		Flexible learning and teaching
		Innovation in curricula, learning and teaching
		Postgraduate education
		Services supporting student learning

*Only one nomination under each category may be submitted by each institution, though a program may be nominated in a partnership or collaboration with more than one institution. Further details contact the Project Officer: Teaching and Learning on ext: 13828.

SECTION 3: APPLICANT DECLARATION

I HEREBY SUBMIT THIS APPLICATION FOR A FLINDERS TEACHING QUALITY NETWORK SEED GRANT	
NAME	
SIGNATURE	
DATE	

SECTION 4: DEPARTMENT/ SCHOOL/ AOU ENDORSEMENT

TO BE SIGNED BY THE HEAD OF DEPARTMENT/ SCHOOL/ AOU OR EQUIVALENT	
I confirm that the applicant(s) referred to on this form is/are currently a member(s) of this Department/ School/ AOU. This Department/ School/ AOU will undertake to support the applicant/s in activities to disseminate good practice in teaching and learning. The Department/ School/ AOU endorse this application for a Flinders Teaching Quality Network Seed Grant.	
NAME	
POSITION	
DEPT / SCHOOL / AOU	
SIGNATURE	
DATE	
COMMENTS	

SECTION 5: DVC(A) RECOMMENDATION

NAME	Professor Andrew Parkin	
POSITION	Deputy Vice-Chancellor (Academic)	
SIGNATURE		
DATE		
RECOMMENDATION	APPROVED	NOT APPROVED
COMMENTS		