OLT HELP SHEET
Version 1.1

Introduction

This document highlights common yet avoidable errors that have resulted in applications for funding being cancelled. It is intended to assist grants applicants and Institutional contact officers in preparing applications for OLT funding.


A good application:

- Demonstrates a passion for improving learning and teaching.
- Is well grounded in literature.
- Displays innovative strategies and approaches.
- Shows a willingness to engage with emerging technologies.
- Matches aims and activities to deliverables and outcomes.
- Has well thought out dissemination strategies.
- Shows good cross-institutional collaboration and engagement with industry.
- Considers the work of past OLT projects.
- Considers the scope of the project beyond the home institution.
- Uses plain English.
- Has a well justified budget.
- Has reasonable and justified travel costs.
Common issues

Due to the large number of grant applications received, the OLT does not have the capacity to follow up on small omissions or errors with applications. The following represents avoidable errors, already noted in the instructions documents, that have resulted in applications being cancelled and we ask that you consider these before submitting an application.

Eligibility for funding

- Please ensure that your project clearly addresses the objectives and priorities of the OLT as detailed in the instruction documents. This includes the aims, program objectives, program priorities and criteria. Applications that do not demonstrate the above, as well as a clear link to the enhancement of learning and teaching, will be cancelled.
- No double-dipping. Please ensure that you submit one application for one OLT program only. For example, lodging a seed application and an EOI for the same project, or a very similar project, will result in both applications being cancelled.
- The OLT has different eligibility criteria and application instructions to other granting bodies such as Australian Research Council and National Health and Medical Research Council. If you are applying for OLT funding, applications must meet and be structured as per OLT criteria and not those of any other agency.

Intellectual property

- When preparing an application, please note that ownership of all Intellectual Property (project material) created as part of an OLT grant rests with the Australian Government.

Team member issues

- All nominated team members must be in agreement with the proposal at the time of submission and therefore the “team in agreement” box must be ticked “yes”. Any application marked as “no” will be cancelled. If your team is “not yet” in agreement, you should consider waiting for a future round to apply for funding.
- Only core team members need to be listed in the proposal. Reference group members, evaluators etc should not be listed as team members.
- It is ultimately the project leader’s responsibility to ensure that all information is provided and the OLT cannot accept revisions to submitted proposals that are missing information or attachments because “someone else” failed to comply with a requirement.

Institutional support

- The actual name of the appropriate officer must be entered into the “endorsement” field. This must be the Deputy Vice-Chancellor (Academic) or equivalent of the lead institution. Applications without names (eg, those that include just the position title) will be cancelled as will those with endorsements by people at junior levels.
- It is no longer a requirement to include letters of support from the heads of school of team members. Support from the DVC(A) of the lead and partner institutions is sufficient to indicate support at all levels of the institution.
- Letters of support from partner institutions must be formatted according to the proformas attached to the relevant program information and application instructions.
Budget issues
- The total funding requested from OLT in the budget must be rounded to the nearest thousand dollars and should not include cents. Although it is not compulsory to round each individual line-item and sub-total, please ensure that they add to the rounded total amount.
- Please ensure that all required line items are included in the budget (attendance at OLT events, editing costs, evaluation costs etc).
- The budget for a proposal that extends over 12 months must have clearly identified stages with matching deliverables. It should be structured in 12 month intervals as this is how you will be required to account for expenditure.
- Purchase of assets, including the purchase of items such as iPads as enticements for students to complete surveys, are not to be included in budgets.
- Seed projects, where the majority of funding requested is for travel, are not eligible for funding.
- If an international travel component is included as part of the proposal, it must have a clear justification and be linked to the aims and deliverables of the project.

Projects that build on previous work
- For projects that build on previous work, the previous work must be available to the sector for 10 weeks prior to an application being accepted for funding. The OLT is strict in enforcing this rule and the submission of a final report to the OLT does not indicate it is available to the sector. It must be cleared by the OLT before the due date for the new application and while the OLT takes every effort to ensure that this clearance occurs promptly, this process may take time to occur.
- Support for a project in one funding round does not necessarily mean that a follow up project will be successful in future rounds. Applicants should ensure that they make a strong case for additional funding rather than assume success based on previous work.
- The “previous applications” box on the portal is for applications that build on previous projects, not for applications that simply reference previous work.

Re-submissions of a previously unsuccessful application
- The OLT encourages applicants to take note of assessors’ comments and resubmit applications in later rounds if appropriate but doing this is no guarantee of success as different assessors will evaluate your proposal and they may have a different opinion to the first set of assessors.
- The OLT recommends that you use the experience gained when completing the original application, along with the advice from the original assessors, to create a new application rather than simply submitting the old application with minor edits. Each funding round is competitive and learning and teaching research is always progressing. Any revised application must be current and competitive alongside all others.

The online application form
- When applying for a new grant, please write down the application reference number and password as soon as it is provided (straight after you hit the “apply now” button).
- Do not use dot points or line breaks when entering data into title/aims/abstract boxes. They are not accepted by the system and will generate errors when saved.
- Be wary when cutting and pasting from other documents. Many of the text boxes in the online application form have word limits and if you “cut and paste” or “drag and drop” text may be truncated.
- When entering email addresses, please ensure that you do not include spaces in the address. This will cause an error and your application will not be able to be saved. This usually occurs when email addresses are cut and paste from other documents and spaces are inadvertently left at the end of the address.
• Please use the OLT naming conventions when adding attachments to your application (see Section 9.5 of the Innovation and Development Grants instructions document).
• The OLT prefers one attachment to each application with all document saved into a single PDF document.

When submitting documents
• Please check and double check that all required attachments have been included. Commonly left out attachments are budgets, timelines, letters of support and budget justifications. The OLT does not have the capacity to follow up on missing attachments and there will be no opportunity to resubmit. If a required attachment is not provided, an application may be cancelled.
• Please ensure that you adhere to the page limits specified in the instructions documents. If you exceed the allowed number of pages for an application, any excess pages will be removed without consideration of content.
• Please do not shrink the margins or reduce the fonts of your documents to try and find a way around page limit requirements.