

FORM TGA 2

UCT Teaching Innovation Grants 2018

(Intention to submit due by 6 August 2018 and closing date 31 August 2018)

This grant is available to support individuals or teams who are engaged in developing departmental, programme or faculty level innovations to curricula or courses aimed at improving student learning, including through the design of digital materials for blended or online learning as well as open educational resources. Grants of up to R20 000 are available to support such projects.

This is the first call for the UCT Teaching Innovation Grant which will replace all previous grants offered by UCT, including the UCT Teaching Development grant, the Teaching with Technology and the Open Education Resources (OER) grants.

Please note the following process if you wish to submit an application:

- a) Send an email indicating your **intention to submit by 6 August 2018**.
- b) Attend a **briefing session on 13 August 2018** where the criteria for selection of successful applications will be discussed.
- c) Submit the **final application by 31 August 2018**.

All correspondence by email to Cindy Gilbert (Cindy.Gilbert@uct.ac.za)

No late, incomplete or retrospective applications will be accepted. If you have not received confirmation of receipt of your application within 3 working days please follow up with Cindy Gilbert.

Successful applicants will be required to submit a financial and written report on what has been achieved and to disseminate the outcomes of the project within UCT, through seminars, demonstrations or a presentation at the Teaching and Learning Conference.

FORM TGA 2: UCT Teaching Innovation grants

PROJECT PROPOSAL FORM

Section 1: Details of project leader

1.1	Name:
1.2	Department and Faculty:
1.3	Email:
1.4	Telephone:
1.5	NB Project leader's previous experience and expertise Please attach the project leader's abridged CV of not more than 2 pages . Include details of experience working with teaching development projects.

Section 2: Details of proposed project

2.1 Project Title
2.2 Short description (not more than 5 lines)
2.3 What is the educational issue or challenge being addressed by this project?
2.4 How do you intend this project to address the educational issue or challenge?
2.5 What are the innovative aspects of this project?

2.6 Are you aware of whether the innovation you are proposing has been developed elsewhere, and if so, how your proposal differs?

2.7 List the expected project outcomes and how each will be evaluated.

2.8 What resources resulting from this project could be shared by others?

2.9 How will your project outcomes or findings be disseminated at UCT (or beyond)?

2.10 What plans do you have for sustaining the funding of the project beyond the period of this grant?

2.11 If you intend using the grant to purchase software, describe: the software, who will use it, how often the software will be used and whether you know how to use it. Have you applied to your departmental or faculty software budget? Have you considered open source software?

2.12 If you intend using the grant to involve tutors: describe the role of the tutors and describe what they will do.

2.13 If you intend using the grant to buy in external specialist expertise: describe what they will do and whether CHED or other UCT units could provide the expertise.

2.14 Please provide a project timeline.

Section 3: Project Team Members Details and Experience (where appropriate)

3.1 Project team member details

Provide the names of all persons involved and their roles in the project.

3.2 Project team members' expertise in education development projects

Please indicate what expertise and experience of educational development members of this team will bring to this project. For example, qualifications in education, completion of professional development opportunities in teaching, previous experience of working on educational development projects.

3.3 Educational Development Awards and grants received

Please provide details of any current or previous educational development awards or grants received by members of the project team (for example, UCT teaching grants, Teaching with Technology Grants; Open Educational Resource Grants).

Section 4: Funding

Please note|:

Funding for equipment will be only be considered under exceptional circumstances and any equipment purchased will remain the property of your department.

No conference attendance and travel will be supported.

4.1 Provide a budget including detailed line items to a maximum of R20 000.

4.2 Give details of any approaches that have been made to other funding sources.
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Section 5: HOD/Dean Support Signature

5.1 Signature of HOD/Dean	5.2 Date
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6. Project leader signature

6.1 Signature	6.2 Date
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