# Proposal for Project Funding for amounts up to $10,000

**Information for Applicants**

All proposals for CAULLT project funding must be submitted using this form.

Successful funding applications will be announced at the CAULLT conferences in March/April and October/November, but applicants will be notified beforehand.

Only projects that are centrally concerned with professional learning and CAULLT’s mission are eligible for CAULLT project funding. CAULLT may, from time-to-time, announce focus areas for upcoming projects. Project outcomes must be of direct relevance to all CAULLT members and be disseminated through CAULLT’s communication systems. CAULLT’s current goals are to:

1. Provide quality support, professional learning and networking opportunities for leaders in learning and teaching.
2. Influence and promote the enhancement of university leaders in learning and teaching in Australasia.
3. Advance and support the scholarship of learning and teaching in Australasian universities.
4. Position CAULLT as a key contributor to the policy debate within the Australasian higher education sector.
5. Facilitate a rich and shared understanding of higher education learning and teaching in Australasia.
6. Advance and support professional learning in learning and teaching.

Project grants may be used to fund some combination of scholarship, review, resource creation, professional learning, or recommendations.

Grant outcomes are to be disseminated through a CAULLT project web page and at a CAULLT conference but can be publicised elsewhere. All grant outcomes must include the following acknowledgement: This work was supported by a [insert year] CAULLT Project Fund grant. The views expressed in this publication do not necessarily reflect the views of the Council of Australasian University Leaders in Learning and Teaching (CAULLT). <https://www.caullt.edu.au/>

In general, grant funds may be used for:

* Salaries (e.g., project or research assistant, student as partner),
* Travel and accommodation for project members or project partners (e.g., data collection, project meeting, bringing in expertise),
* Operating expenses e.g. administration, communication, printing or dissemination costs,
* Catering.

Grant funds may NOT be used for:

* Purchasing equipment or technology.
* Conference travel or registration

Projects should normally be completed within 12 months of the award of project funds but may be funded for up to 18 months.

Project applications must not exceed four (4) pages and no attachments will be accepted.

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## Project Summary

**Amount of funding sought: $**

### Title

### Working title of project

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### Proposal Statement

#### Summarise the project (max. 50 words).

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## Justification

### Justification for the Project

#### What the literature and/or experience tell us about why the project addresses an important gap in our practice, problem or question, and how it is innovative.

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### Relevance to CAULLT

#### Why CAULLT is the right organisation to fund this project (benefit to CAULLT and its members).

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## Project Proposal

### Project Leader

#### Proposed project leader, institution and track record of successful project completions (not necessarily CAULLT/CADAD projects).

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### Project Team members (if any)

#### Proposed team members, institution and track record of successful project completions.

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### Project Methods

#### The main actions and processes of the proposed project (goals; actions; responsibility; timelines; success indicators) and collaborating individuals/institutions.

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### Project Outcomes

#### The expected improvements in practice and new resources that will result from the project, and the benefits to CAULLT members.

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### Project Budget

#### Itemised costing of project (salaries; travel and accommodation; catering; minor operating expenses, e.g. printing; other), including estimated in-kind contribution from your institution(s).

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### Project Evaluation

#### The proposed evaluation processes to be used and reported to CAULLT.

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### References