



REGIONAL HUB PROJECTS FUNDING SCHEME

Project Applications – Reading between the Lines: Guidance for Applicants

These guidelines are additional material to that contained in the document RHPFS-1 Application Criteria for Funding. They have been prepared to support applicants who may feel that the Application Template (RHPFS-2) and Budget Calculator (RHPFS-4) require clarification.

What is a project?

Project options must all relate to teaching and learning:

- research – an investigation to find the solution to a problem or to add to the body of knowledge about an educational topic or issue in order to advance the vision of Ako Aotearoa, that is, the best possible educational outcomes for all tertiary learners
- the application of existing research in alternative Ako Aotearoa related contexts
- an activity – the outcome of which is to develop new resources, embed research findings, or share ideas with others to enhance their teaching practice and therefore contribute to the best educational outcomes for all tertiary learners

Projects are required to align with the vision of Ako Aotearoa and will provide examples of 'good practice' identify critical success factors and develop practical action-oriented suggestions for enhancing the effectiveness of tertiary teaching and learning practices. They will be evidence-based, which means the planning and designing of projects will build on existing research, knowledge and context.

Title of Proposed Project:

The title should summarise the essence of the whole project. If possible, the title should be 10 words or less.

Host Organisation:

The tertiary education organisation which employs the project leader.

Project Leader:

This is the person who has developed the application, will lead the project and take overall responsibility for the project. They will be responsible for the project budget and ensure that milestones and final reports are submitted on time. The leader is the first point of contact for all project enquiries and communications.

Project Mentor:

If no member of a project team is an experienced project manager/researcher, the application should also include the name of such a person who is prepared to mentor the team throughout the project. Mentor expenses incurred should be included in the project budget.

Project Participants:

Ako Aotearoa encourages colleagues from more than one New Zealand tertiary education organisation and across different sections from within the tertiary sector to form a group to complete a project. This has the advantage of sharing ideas on practice and will ensure that

the results of the project impact across more than one tertiary organisation. Colleagues from other Tertiary Education Organisations (TEOs) may be brought in at different stages of a project.

Project Description Summary;

In less than 100 words and in plain English for a general audience, please summarise your project objectives. (Do not use bullet points) This section will be placed on the Ako Aotearoa website. Ako Aotearoa will use this in any publications and reserves the right to edit.

Project Description:

This is a brief description of the proposed project and its context. It will give an overview and explain the significance of your project.

The first section should define the goal (the overarching aim of your project which should be related to the Ako Aotearoa vision of achieving the best possible educational outcomes for all tertiary students) and the objectives (the specific deliverables and/or outcomes you hope to achieve by doing this project) of this particular project. Your background and rationale should provide a context for the project and should be clear about how the project relates to one or more of the issues identified by Ako Aotearoa from time to time as their project priorities.

In the second section, you should clearly identify the potential benefits to tertiary teaching and learning practices you anticipate will arise from this project.

Although you will most likely not be able to give an exact number, you should also give an indication of the number of learners you expect to be directly influenced by the project (both during and beyond).

The third section is where you outline how the project will meet the Ako Aotearoa vision of achieving the best possible learning outcomes for all tertiary students.

Method/Design Summary;

In less than 50 words and in plain English for a general audience, please summarise your project method/design (Do not use bullet points). This section will be placed on the Ako Aotearoa website.

Method/Design (detailed):

This section will explain in detail how you intend to complete your project by setting out the steps by which you will achieve your goals and objectives. It will also include the scale of your project and any resources required.

Relevant References (if applicable):

Has the literature investigated been current and sufficiently broad to know that the project is not duplicating research and has it informed the design of this project?

Potential Risks / Mitigation Processes:

What are the risks that could affect the completion of this project or the validity / dissemination of results?

Having identified these, what plans have been made to ensure that the likelihood of these potential risks is minimised?

In larger projects, or where a small project carries a significant risk to a third party, you may want to set up a risk management matrix (example below):

Risk	Likelihood	Impact	Mitigation plan	Assessment of Managed risk
Privacy issues raised by participants in research	Low	Medium	Privacy issues will be addressed as part of the ethical approval requirements and potential participants advised	Low
Staff not able to be freed up in a	Medium	High	Opportunity to	Low

timely manner to undertake work			renegotiate timeframes if necessary pre-agreed	
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Project Outputs:

At the end of your project you will have information that will be useful to inform the practice of other tertiary educators. This may be findings from research, new resources to use for tutoring, understandings about the project process itself. Examples of ways you may produce this information are: a summary, guidelines, resource sheets, one-pagers, etc.

Dissemination and publication:



Dissemination of information occurs during your project as well as when it is completed. You can involve colleagues during the project through informal discussions, by asking for feedback on draft documents, or by referring to your ongoing research in other contexts. The Ako Aotearoa website includes a *Community* section whereby project participants can access their own pages for the purpose of sharing documents, discussions, blogs. These pages may be fully or partially hidden from public view, as desired.

Other possible methods of dissemination include: conference presentations, articles in newsletters or journals, presentations to colleagues in your own or other institutions. How do you intend to get others to apply the findings from your project?

It is a requirement of Ako Aotearoa that outputs from your project are shared on the Ako Aotearoa website. Material published on the Ako Aotearoa website is, by default, done so under the Creative Commons 3.0 Attribution – Non-commercial – Share-alike New Zealand license. The license is explained on the following URL:

<http://creativecommons.org/licenses/by-nc-sa/3.0/na/>

Any outputs of the project should be published with the following attribution and copyright statements –

 <p>AKO AOTEAROA NATIONAL CENTRE FOR TERTIARY TEACHING EXCELLENCE</p> <p>An Ako Aotearoa publication. Support for this work was provided by Ako Aotearoa through its Regional Hub Project Funding scheme</p>  <p>This work is published under the Creative Commons 3.0 New Zealand Attribution Non-commercial Share Alike Licence (BY-NC-SA). Under this licence you are free to copy, distribute, display and perform the work as well as to remix, tweak, and build upon this work noncommercially, as long as you credit the author/s and license your new creations under the identical terms.</p>
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Projected Timeline:

The timetable should include planned start and finish dates for the project, and milestone report dates if applicable. The timeline will also include the sequence of tasks and the date by which each specific task should be completed.

Milestones are staging targets to help monitor progress and ensure that the project keeps to an achievable timeline. Milestone reports are also required for funding payments to be made. Final details of due dates for milestone reports, and funds payable on production of each report (if any) will be negotiated with the Hub Coordinator/Operations Manager once funding is approved.

Ethical / Compliance Requirements:

Ethics are the principles that govern the conduct of the project participants. They ensure that projects will be conducted safely and with respect for all participants, including yourself. If you are interviewing students, asking them to complete a questionnaire, or involving learners in your project in any way, there will be ethical issues to consider. This also applies to other colleagues in your own and other organisations.

1. Participants in activity or research project should
 - be fully informed about the project and the dissemination plans before agreeing to participate (informed consent)
 - have the opportunity to choose to participate and/or to withdraw at any time
 - be assured that their identity will not be disclosed to anyone and that their involvement in your project will remain confidential (if applicable)
2. If the project has direct relevance to Māori and/or Pasifika have you consulted with the appropriate bodies?
3. If the project involves other tertiary organisations, have you formally asked permission of those in authority to conduct your activity or research in their organisation?
4. Your project, especially if it involves research, may require an application to your organisation's Research and Ethics Committee. If you are unsure about whether this is required or your organisation does not have an Ethics Committee, contact the Ako Aotearoa Hub Coordinator/Operations Manager for further assistance.

Conflicts of Interest:

Is any member of the team faced with an actual or potential conflict of interest by their involvement in this project, and if so, what is required to resolve this issue? Are any conflicts of interests created through other funding arrangements alongside the funding sought from Ako Aotearoa? If so, how will these be managed?

International Collaboration:

Ako Aotearoa encourages international collaboration where this will enhance benefits for tertiary teaching and learning in Aotearoa New Zealand. You should briefly identify any such collaboration on your application form.

Postgraduate Research:

Ako Aotearoa will support unfunded elements of postgraduate study on a case by case basis.

Funding Sought:

Applications for projects funded by Ako Aotearoa Hubs will total between \$1,000 and \$10,000 (GST exclusive).

Proposed Budget:

Preparing a budget requires the project team to think through everything that is involved from the planning stage to the final report, then costing each of these items. Retrospective applications for additional funding will not be considered.

A budget calculator template to help you prepare a budget is available on the web-site (RHPFS-4). The completed calculator should be appended to your application.

Applicants can also apply for funding from other sources, however this should be stated on the application. Applicants should also state if they are currently receiving Ako Aotearoa funding for a different project.

Authorised signatory:

A person with formally delegated authority to sign off applications and funding agreements on behalf of the host organisation.

Good luck with your project application. Please feel free to discuss your ideas/application with your local Regional Hub Coordinator/Operations Manager if you need further assistance.