



## REGIONAL HUBS PROJECT FUNDING SCHEME

### Project Guidelines for Successful Applicants

Congratulations, your project has been approved for funding. The vision of Ako Aotearoa is the best possible learning outcomes for students which will be achieved by supporting efforts to enhance the quality of teaching in the tertiary sector. Your project will assist Ako Aotearoa to achieve this vision.

#### 1. Project Funding

- 1.1. Project costs will be approved as part of the funding agreement process. If a reallocation of expenditure within the agreed budget becomes necessary, you are required to advise the Hub Coordinator/Operations Manager before proceeding with any spending. You are also reminded that all equipment costs must be approved by the Hub before purchase. If equipment purchased is to be retained for continued use after the completion of the project, only partial funding will be approved.
- 1.2. Payment schedules will also be agreed as part of the finalisation of your funding agreement.

#### 2. Project Monitoring, Reporting and Self-evaluation

##### 2.1. Monitoring (during the project):

Milestone Reports to be submitted on Form RHPFS-6 available from the Ako Aotearoa website.

The timing of Project Milestone Reports will be negotiated as part of your funding agreement. Reports should include exception reporting on:

- achievements to date / or progress made towards targets (deliverables), with explanation of failure to meet targets and method of rectification, if necessary
- statement of expenditure to date: this claim for reimbursement to be supported by copies of invoices, receipts and salary records

##### 2.2. Project Administration: Final Report:

To be submitted on Form RHPFS-7 available from the Ako Aotearoa website.

The final project report should include

- Project Title (and code if applicable)
- project outputs/findings
- bullet point evaluation of the success of the project against the goals, including impact and ability for project to be replicated and/or learnings adopted by others

### 3. Project Support


- 3.1. The Hub Coordinator/Operations Manager will be the first source of support during your project, offering support in any or all of the following ways by:
- being accessible for advice and feedback on issues raised
  - updating the list of frequently asked questions accessible on the Ako Aotearoa website
  - attending one or more project planning meeting/s, if requested
  - providing workshops and briefings on themes common across all projects, such as project management and dissemination
  - in conjunction with the Knowledge Manager, offering a space under *Projects* on the Ako Aotearoa website which can be used as a project management tool, for example to share files, hold discussions with team members and to seek feedback on aspects of the project
- 3.2. Hubs are required to report on projects as part of their contract.

Agreed outputs from your project will be made publicly available on the Ako Aotearoa website. Material published on this site 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/nz>.


If you wish to publish content under a different license, you will need to discuss this with Ako Aotearoa.

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



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EXCELLENCE

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Hub staff will also identify connections and synergies between projects, so that project participants will have the opportunity to link with each other.

- 3.3. Projects will be added to the project register on the Ako Aotearoa website.