RMIT University

Learning and Teaching Investment Fund (LTIF) 2011
Project Proposal

WRITING GUIDELINES

The Project Proposal:

- **is the first document developed to introduce your project**

- **expands the initial concept or idea to broadly define the scope of the proposed project (objectives, outcomes)**

- **aims to demonstrate that the potential investment of time, effort and funds has value so that scarce resources are dedicated to the highest value opportunities**

- **provides detail about resourcing, time and costs associated with progressing the initiative**

- **aims to demonstrate that the project will be properly managed and controlled**

- **shows clear and strong alignment with strategic objectives**

- **shows knowledge and understanding of the relationship between the outcomes and outputs of the project, and how they may be evaluated, disseminated, sustained and up-scaled**

- **provides sufficient information for a decision to be made as to whether or not the proposed project should be approved**

- **must meet all submission requirements**

Please note:

- Applications must be submitted in A4 format using Arial 11pt font with 2cm margins. When you have completed the application save it in the following format ‘LTIF11_College_surname’ e.g. LTIF11_SEH Brown)

- Applications must be attached to the online LTIF Project Proposal Submission Form

- Responses must be entered in the designated spaces. Rows may be added to tables as required. Please do not alter the wording of any questions, headings or instructions.

1. Which strategic objective/s does this project address?

   __ to be global in reach and impact

   __ to be work-relevant and industry-partnered

   __ to be urban in innovation and impact

   __ to support the participation, retention and/or success of low Socio Economic Status (SES) higher education students in undergraduate studies.
2. Project Title (No more than 30 words.)

- The Title must be succinct but it must also reflect the scope of your project
  - i.e. must be short but must contain all the key elements of the proposed project
  - Examples:
    - An interactive multimedia tutorial to teach examination of the thorax, lungs and abdomen. (Mary Huynh, Michael Bauer, Vera Brown, 2000)
    - Assessing Students Unfamiliar with Assessment Practices in Australian Universities (Accounting) (Professor Margaret Jackson, Dr Kim Watty, Dr Lynn Yu, Lillian Lowe, 2006)

3. Project Leader

<table>
<thead>
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<td>Surname</td>
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<td>Given Name</td>
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<td>E-mail</td>
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4. Project Abstract (No more than 160 words.)

A Project Abstract:

- is a concise, self-contained summary of the Project Proposal
- is usually written once the main document is completed but it appears at the beginning
- helps you reflect on your work and how the different parts of your text fit together

An effective abstract:

- often consists of just one paragraph
- requires a concise and disciplined approach to writing; adheres to the word limit
- briefly re-states the main elements contained in the main sections of document
- uses keywords and information found in the text
- is clear, coherent, and well structured
- contains information that is linked together with transition words (therefore, in particular)
- the writing flows and does not distract the reader from the meaning
- does not contain references; these are found in the text
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Recommended structure and sequence:

- the abstract should have a clear structure with each sentence or part of a sentence designed to explain a key element of the document
- each element of the longer document should be presented in the abstract in the order in which that element appears in the longer version
- more important information should be provided before less important information

Tips on writing an abstract:

- write it after the rest of the Project Proposal is complete
- begin by re-reading the proposal, highlighting important elements as you read
- write a sentence or two summarising each of the key elements
- put the sentences together and work towards a unified paragraph; use key words and transitions to ensure the ideas flow from sentence to sentence
- edit the abstract and check that it fits within the word limit, designed to ensure a concise and disciplined approach to writing

5. Project Description (Provide an overview of the project; outline what you plan to do and the outcomes you anticipate. No more than 300 words).

- in this section, focus on ‘what’ the project is about
- provide a specific and accurate synopsis of the overall purpose of the project
- include an overview of the outcomes

6. Rationale (Please address the perceived need for this project. Include reference to published literature and similar projects in other contexts. Cite all references using the Harvard method and provide a Reference List as an attachment. No more than 300 words.)

- describe the overarching rationale for ‘why’ the project is being conducted, and directly but briefly relate to the nominated strategic objective/s; you can elaborate on strategic objectives in Section 7.
- establish the need for the project within your specific context and comment briefly on potential for scalability and uptake by other groups; you can elaborate on potential scalability and uptake in Section 11.
- briefly explain the context; include a discussion of the conceptual or theoretical framework in which it is embedded, as appropriate
- cite published literature (or lack thereof in the case of ground-breaking initiatives)
- cite outcomes of other projects conducted in other contexts; explain why your project is important in light of these other projects
  - refer to past LTIF project summaries (www.rmit.edu.au/teaching/ltif)
  - search ALTC site for summaries of grants (http://www.altc.edu.au)
- state the need in terms intelligible to someone who is generally sophisticated but who is relatively uninformed in the area of your investigation
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- answer the question ‘Why does this project need to be conducted in this context now?’

- This section should clearly establish the benefit to the course/program/university of proceeding with the proposed project. It should contain:
  - a description of the relevant environmental conditions
  - an assessment of how the identified need is currently being met or not met
  - an analysis of the gap between the current situation and the anticipated outcomes

7. Response to Strategic Relevance (Please address the following criteria. Approximately 100 words for each criterion.)

- Refer to the information on the LTIF site and access the Red Paper and Commonwealth HEPPP initiative to help you formulate your responses to the nominated criteria

All projects must:

- address one or more of the following strategic objectives:
  - to be global in reach and impact;
  - to be work-relevant and industry-partnered;
  - to be urban in innovation and impact;
  - to support the participation, retention and/or success of low Socio Economic Status (SES) higher education students in undergraduate studies.

Applications in this category must meet both of the following Specific Criteria:

1. Inclusive learning and teaching development and renewal approaches, focusing on one or more of the following:
   - program or course design
   - curriculum
   - assessment
   - teaching delivery and practice

2. Evaluation of the impact and effectiveness of activities aimed at improving the participation, retention and/or success of low SES higher education students in undergraduate studies.

- demonstrate clear potential to improve student learning experiences, outcomes and employment opportunities

- briefly explain what will be achieved

- outline perceived longer term benefits to the improvement of student learning experiences, outcomes and employment opportunities from undertaking the project

- be innovative (i.e. which do or create within RMIT something new or different, or which take an innovation from one context and adapt or transform it for use in a new context)

- comment on how this will go beyond ‘business as usual’ in your context

- demonstrate awareness of outcomes of similar projects in other contexts by fully citing those projects

- evidence a clear return on investment and demonstrate the potential for application in areas of the university beyond their immediate context
• comment on potential scalability and up-take in other contexts; what evidence do you have for this?

• make a statement about the feasibility of the proposed project, e.g. does the project team have capacity and capability to deliver the project

• show how the impact of the project will be evaluated by appropriate measures (e.g. such as improved data in Program Annual Reviews (PARs) or by improved CES)

• identify measurable outcomes as part of the proposed scope of the project

• comment briefly on qualitative and quantitative measures; qualitative measures remain important but greater emphasis on quantitative measures; you can elaborate on this in Section 10

• show how knowledge and best practice from the project will be shared and disseminated.

• comment briefly on the planned dissemination strategy; include comments about information dissemination and engaged dissemination; elaborate on this in Section 11

8. Project Design (Outline the key elements of the project design including the project methodology you will use to conduct the project explaining your reasons. Use extended point form. No more than 350 words.)

• describe key activities making the continuity between them apparent

• indicate the methodological steps you will take at every stage

• include reference to the specific methods or tools (e.g. questionnaires, interviews), models, approaches or types of evidence used

• briefly explain how you will gather and analyse any data that you collect

• address the following questions and justify them:
  What do you plan to do and why?
  How do you plan to do it?
  Who are the participants, how many are there and how do you plan to recruit them?

9. Project Timelines (Add additional rows as required.)

<table>
<thead>
<tr>
<th>Commencement Date</th>
<th>Completion Date</th>
<th>Key Activities</th>
<th>Key Project Outcome/s</th>
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<tr>
<td>e.g. 16 January 2011</td>
<td>16 February 2011</td>
<td>Conduct Interviews</td>
<td>Record and analyse data</td>
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| | | | |
10. Evaluation Framework (Outline the framework you will use during, and in the final stages of the project. Refer to the following ALTC website resource: http://www.altc.edu.au/extras/altc-gsep/index.html . No more than 250 words.)
   - Refer to Handout

11. Dissemination Strategy (Outline the strategy or strategies which will be used to disseminate project findings to identified audiences. Refer to the following ALTC website resource: http://www.altc.edu.au/print/resource-dissemination-framework-altc-2008 . No more than 250 words)
   - Refer to Handout
   - Explain your plan for information dissemination and engaged dissemination throughout the project as well as after completion
   - Be as specific as possible (e.g. give details of the journal to which you plan to submit for publication)

12. Project Team (Include details of ALL internal RMIT staff and external team members. Add additional rows as required.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>School or, for external member, Institution</th>
<th>Nature of contribution to the project</th>
<th>Anticipated allocation of project work (i.e. /100 for entire team)</th>
<th>Telephone</th>
<th>Email</th>
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13. Consultations Undertaken (Add additional rows as required.)
Where projects will involve collaboration or have implications for other groups within the university (e.g. ITS/AV Services, Student Services, Policy and Planning, ARG, Library, Educational Technology Advancement Group (EduTAG)), please indicate the implications and consultations you have undertaken with these groups. The consultation must be undertaken in the process of preparing your proposal, be reflected in the project detail and, where appropriate, the budget.

<table>
<thead>
<tr>
<th>University Group</th>
<th>Date and Nature of Consultation Undertaken</th>
<th>Name of staff member with whom you consulted</th>
<th>Outline Workload and Cost Implications (ensure that these appear in the project budget)</th>
<th>Date of Approval from Head of School/Service Unit</th>
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<tbody>
<tr>
<td>e.g. EduTAG</td>
<td>14/10/10: Multimedia development of animation (e.g. email/meeting)</td>
<td>6 hours (no cost)</td>
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14. **Budget** (Use this table to detail all funding requested. Add additional rows as required.)

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<tr>
<th>Name of team member / Service area (e.g. EduTAG, Library) / Type of material required</th>
<th>Specify salary level * / material cost etc</th>
<th>Direct Cost</th>
<th>Oncosts</th>
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**TOTAL**

*Note: When framing your budget please take into account information in the section detailing implications for other groups, consultations undertaken and notes on expenditure requested in Section 13.*

* Refer to your School Finance Manager and the current Salary Schedule [www.rmit.edu.au/browse;ID=ewhtlt73t01](http://www.rmit.edu.au/browse;ID=ewhtlt73t01)

15. **Ethics Approval**

If your project involves research with human participants (for example, interviews, surveys, tests, interventions), approval from the RMIT Human Research Ethics Committee will be required prior to commencing your project. Refer [http://www.rmit.edu.au/browse;ID=6sqqx7sd0wkp](http://www.rmit.edu.au/browse;ID=6sqqx7sd0wkp).

- *May be required but ONLY apply after approval of project by University Assessment Panel*
- *The HREC and/or CHEANs are available to assist and advise on matters relating to ethics approval*
16. Signatures

All signatures are required.

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<th>Applicant’s Signature</th>
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<th>School Finance Manager (please print)</th>
<th>School Finance Manager Signature*</th>
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<th>Pro Vice-Chancellor or Nominee Signature**</th>
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** College based applicants please note: your LTIF College Advisor will arrange for the endorsement and signature of your Pro Vice-Chancellor (or nominee)

* On line submission of a Project Proposal will constitute implicit approval of the HOS, the Finance Manager, and PVC (or nominee) and must be evidenced by signatures on a hard copy of the completed Project Proposal to be received by

Brenda Krenus  
Senior Coordinator, Awards and Grants  
Learning and Teaching Unit  
Building 56, Level 7, Room 90  
RMIT University

no later than 20 October 2010.