Learning and Teaching Investment Fund (LTIF) 2012 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 ‘LTIF12_College_ surname’ e.g. LTIF12_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. Strategic Objective(s) (No more than 100 words)
Which strategic objective/s does this project address?
- transforming the student experience,
- being a university of technology and design,
- promoting and supporting indigenous participation in tertiary education,
- using institutional data and student feedback to renew the curriculum,
- facilitating relevant pathways for students through our program offerings,
- using new technologies and learning spaces to enhance student performance,
- renewing learning and teaching through professional development,
- providing support for students from diverse backgrounds,
- promoting the tertiary aspects of RMIT’s educational offerings,
- examining standards and expectations around our offerings so that quality is evidenced across all locations and disciplines, and
• promoting work integrated learning and industry partnerships in education.

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)

5. Project Abstract (No more than 150 words)

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

6. Rationale (No more than 300 words)

Please address the perceived need for this project. Include reference to published literature and similar projects in other contexts. Cite all references using a standard international referencing system (such as Harvard referencing) and provide a Reference List as an attachment.

• Describe the overarching rationale for ‘why’ the project is being conducted, and directly but briefly relate to the nominated strategic objective/s.
• Establish the need for the project within your specific context and comment briefly on the potential for scalability and uptake by other groups; you can elaborate on potential scalability and uptake later.
7. Project Description (No more than 300 words)

Provide an overview of the project; outline what you plan to do and the outcomes you anticipate.

- 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

8. Project Design (No more than 350 words.)

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.
• 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?

10. Evaluation Framework (No more than 200 words)
(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).

Refer to Handout

11. Dissemination Strategy (No more than 200 words)
(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).

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. Consultations Undertaken

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.

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 to: http://www.rmit.edu.au/browse;ID=6sqqx7sd0wpk.

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.