**Application Form**

 **EdeX Faculty Learning Communities Grant**

**2024-2025**

*(please remove text in blue)*

|  |  |
| --- | --- |
| 1. **Title for Learning Community**
 |  |
| 1. **Description of Learning Community**

(up to 250 words) | *Briefly explain the theme and aims of your learning community.*  |
| **Keywords**(up to 5 keywords) | *Provide keywords that are associated with the theme of your learning community.* |

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| 1. **Learning Community Membership**
 |
| **Role** | **Name** | **Email** | **School** | **Department** |
| Principal Facilitator |  |  |  |  |
| Co-Facilitator |  |  |  |  |
| Member |  |  |  |  |
| Member |  |  |  |  |
| Member |  |  |  |  |
| Member |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\*It is recommended that the learning community consist of members from cross-disciplinary faculty and staff group of six to twelve persons. That said, a School or Department may form a learning community, particularly if the topic will have significant impact on university teaching at NTU.

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| 1. **Faculty Learning Community Project**

(*Please keep this section to not more than 4 pages)* |
| 1. Significance
 | * *What are the aims and expected outcomes of the learning community?*
* *What teaching and learning issue does the learning community seek to address?*
* *How will the study of this issue benefit the broader NTU community?*
 |
| 1. Strategy
 | * *How will you organize and guide the learning community?*
* *What activities and resources will be used to study the teaching and learning issue?*
* *How will you know that your learning community has been successful?*
 |
| 1. Sharing
 | * *What artefacts will the learning community produce?*
* *How will the outcomes and deliverables be shared with the broader NTU community?*
 |
| 1. Provide an indicative summary of proposed learning community activities and associated timeline.

*Learning community activities may be held online. When planning and budgeting for activities, please be mindful of ongoing COVID-19 guidelines. You may refer to Appendix A for activity ideas.**For attendance at local/overseas conference, please indicate how the knowledge gained from such events will be shared with colleagues in the FLC and/or the wider NTU community. Such sharings may be generated by the individual member or by the Learning Community as a group.**If the Learning Community plans to conduct research involving human subjects, please arrange for IRB application and factor this into your timeline when planning the deliverables.* |
| 1. **Overall budget for the learning community.** Please provide detailed breakdown of the items in Details and Justifications of Proposed Budget overleaf.

*Funding cannot be used for capital items, leased items (e.g. PCs) or payment for relief of teaching responsibilities. Please check with your school’s finance office to ensure that the items are budgeted. You may refer to* ***NTU EdeX Faculty Learning Communities Grant Guidelines: Appendix C*** *for the recommended budgeting guidelines.*

|  |  |  |
| --- | --- | --- |
| **Item** | **Budget Requested** | **Total****(SGD$)** |
| 1. EOM
 |  |  |
| 1. OOE – Materials and Consumables
 |  |  |
| 1. OOE – Training/Other Miscellaneous Cost
 |  |  |
| 1. OOE – Overseas Travel
 |  |  |
| Total budget |  |  |

 |

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| --- |
| 1. I, the applicant, declare that the information provided herein is true to the best of my knowledge, and that the FLC grant award will not be used for any item(s) funded or pending funding from other sources.
 |
| Signature: Name: | Date: |

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| --- |
| 1. **Associate Chair (Research) Endorsement**
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| Signature: Name: | Date: |

|  |
| --- |
| 1. **Chair of School Endorsement**
 |
| Signature: Name: | Date: |

**Details and Justifications of Proposed Budget**

*PIs are reminded to check with your school’s Research Support Office to ensure that items budgeted are permitted and within the appropriate category. Any changes in category requires the submission of a grant variation through RISE and is subject to approval by the Director of CTLP and the Associate Provost of Undergraduate Education. Please see* ***Appendix C: Guidelines on Budgeting*** *for the recommended budgeting guidelines.*

1. **EOM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Staff Category** | **Justification** | **Cost per head** | **Quantity and Cost Estimation** | **Total****($)** |
| *Student assistants (SA)* | *We intend to hire 2 SA to assist with the data collection for the campus active learning space observation activity. The SA will be deployed around various locations in campus to collect data through observation field notes.* | *$10/hour* | *$10 x 2 SA x 10 hours* | *200* |
|  |  |  |  |  |
|  |  |  |  |  |
| Subtotal |  |

\* Please consult with your school’s research office on the hiring process to ensure proper budgeting. Most PIs encounter problems when hiring staff due to administrative issues.

\* We strongly discourage hiring full-time staff due to the grant duration and lengthy hiring process involved. If you wish to hire a full-time staff, please provide strong justification.

1. **OOE – Materials & Consumables – GST to be included, where appropriate**

Please provide justification for each category. Any item above $2,000 requires a strong justification. If a vendor/speaker is proposed to be engaged, kindly provide a quotation. You may use the table below to list the activities associated with the budget request for OOE.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Justification** | **Quantity and Cost Estimation** | **Total (S$)** |
| *[details of the book]* | *Book to be used during learning community meetings. Each member to have a hardcopy book as six chapters are discussed in detail.* | *$40 x 12 members* | *$480* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | Subtotal |  |

1. **OOE – Other Miscellaneous Cost**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Justification** | **Quantity and Cost Estimation** | **Total (S$)** |
| *Tea break refreshments* | *We plan to have 7 face-to-face meetings. Meetings will be shifted to online mode depending on university guidelines.* | *$5 x 12 members x 7 meetings* | *$420 (assuming 12 members)* |
| *Local/Virtual T&L conference* | *To have a few members attend a peer-reviewed education conference to learn more about the topic and come back to share with the community.**Virtual mode for overseas conference will be preferred so that more members can attend the conference.**Cost estimated based on fees currently charged by HERDSA 2022 -(https://conference.herdsa.org.au/2022/registration/)* | *$500 x 10 members (estimated)* | *$5000* |
|  |  |  |  |
|  |  | Subtotal |  |

1. **OOE – Overseas Travel**

|  |  |
| --- | --- |
| Item | Total (S$) |
| Country | Justification |
|  |  |  |
|  |  |  |
|  | Subtotal |  |

***Note:***

1. ***Total funding for local/overseas conference (including related overseas travel fees) for PIs/Co-PIs/members, will be capped at 50% of total project direct costs, subject to a maximum of $5,000 for each FLC and subject to CTLP approval. Any exceptions must be justified accordingly.***
2. ***The NTU Research Council reserves the right to exclude the overseas travel costs in the event of award of proposal, if any.***
3. ***The Principal Investigator is required to justify the relevance of attending the conference .***