NTU EdeX Faculty Learning Communities Grant 2024-2025

1. Introduction

1.1 NTU EdeX Grants are designed to promote the development of strategies to enhance the quality of teaching and the student learning experience. They are intended to foster a broader culture in the University that nurtures and supports that primary objective. This is a new initiative that aims to **bring together faculty across disciplines** to engage in focused and sustained exploration of a shared idea, concept, or interest area that addresses current issues and strategies in NTU Education 2025 through funded Faculty Learning Communities (FLCs).

1.2 An FLC is a peer-led community of faculty and staff specifically structured to provide a supportive environment where members work together to produce outcomes or products about teaching and learning. Members of such communities engage in scholarly practice, collaborating within a collegial framework that offers peer review and support, and developing the scholarship of teaching and learning.

1.3 An FLC comprises 6 to 12 members working towards creating an output that relates to a topic of mutual interest, and sharing outcomes that improve institutional practice. Along the way, members are expected to meet regularly on an approximately monthly basis throughout the 18-month period.

1.4 While all proposals are welcome, and the scope is intended to cover <u>all</u> aspects of university teaching and learning, preference will be given to topics that address current issues and strategies in NTU Education 2025.

1.5 The grant awarded to each FLC may amount up to $10,000. **The period of support will be up to 18 months from the award of the FLC grant**.

2. Applicant Eligibility and Structure

2.1 The Principal Investigator (PI) who initiates an FLC project must be a full-time faculty member in NTU.

2.2 Members of the FLC can include both faculty and non-faculty members (e.g. professional staff, teaching assistant, undergraduate and postgraduate NTU students).

2.3 Once the FLC is approved and moves to the meeting stage, the PI who initiates the FLC will assume the role of a facilitator. Each FLC should have one Principal Facilitator and at least one Co-Facilitator. The FLC facilitator plays an essential role in helping to create and sustain an environment that fosters genuine community, deep learning, and projects of significance among the members in the learning community.

2.4 The requisite size for an FLC is between 6 to 12 persons. We strongly encourage having a team composition comprising members from across multiple disciplines and at different levels and career stages.

2.5 Each FLC will be supported by a pedagogy resource personnel from CTLP and/or a Teaching Fellow from the NTU Teaching Excellence Academy.

3. Application and Selection

3.1 The PI of the EdeX FLC application is required to complete the Forms in Annex A. In addition, the PI (along with the co-PI) is encouraged to contact the EdeX Grant Administrator (EdeXGrant@ntu.edu.sg) to obtain comments and guidance on the preparation of their grant application.

3.2 The completed form should not exceed **4 A4 pages** (minimum 11-point font – Arial or Times New Roman; minimum margins of 2cm) excluding the Endorsement. No additional appendix should be included apart from those listed in the Application Form.

3.3 All applications must be endorsed by the Chair of the School with whom the PI is associated. Completed applications can be submitted electronically via RISE (https://fibi.ntu.edu.sg/), with the Application Form included in the attachment section. Within the Application Form, digital endorsements by the Dean and Chair will be accepted.

3.4 RISE will route your application to your School's Research Support Office (RSO), then to the Head of Department for approval before it reaches the EdeX Grant Administrator. Do submit your application early to accommodate the additional time that might be needed for the workflow and approval process in RISE.

3.5 A new research account will be created for new grant holders for the disbursement of grant money upon completion of the Data Management Plan. Please contact your school's RSO for more information on this process.

3.6 Applications will be reviewed by the EdeX Selection Panel. The Panel will comprise:

- Representative from each College (including Teaching Excellence Academy Fellows)
- Representative from LKC School of Medicine
- Representative from National Institute of Education, Singapore
- Director, CTLP or delegate

3.7 The Panel will consider the following criteria in considering applications. In the proposal, applicants should consider the questions associated with each of these criteria.

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?
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?
Sharing	• What artefacts will the learning community produce?
	• How will the outcomes and deliverables be shared with the broader NTU community?

3.8 Shortlisted applicants will be notified by CTLP and may be asked to incorporate recommendations from the Panel into their proposal, with the support of CTLP.

4. Project Management

4.1 The FLC project should be completed within an **18-month** period or less from the time of the grant. Project extensions may be granted upon application, supported by justifications and/or proposals for new related endeavours.

4.2 The PIs are responsible for all aspects of managing the learning community including the hiring of personnel and management of the funds. PIs are to ensure compliance with their respective School's policies and guidelines, as well as existing NTU financial guidelines and any grant approval guidelines as determined by CTLP.

4.3 CTLP will work with the PIs to coordinate the involvement of the pedagogy resource personnel from CTLP and/or the Teaching Fellow from the NTU Teaching Excellence Academy.

4.4 Each FLC may generate individual and personalized deliverables, coupled with group-generated deliverables.

4.5 All research involving students as research subject requires IRB approval. It is the responsibility of the FLC to apply for IRB approval. Approval may be obtained after submission of the proposal. Early application for IRB approval is strongly recommended to avoid delays in commencing your study.

5. Budget Proposal and Management

5.1 Indicate the breakdown of the proposal budget and the detailed justification for each budget item in the Application Form. Detailed justifications must be provided for all resources required to successfully complete the project (e.g., explanation of why budget items are needed, how they will be used). Adherence to budgetary norms is expected in all areas. Otherwise, the proposal may be rejected.

5.2 EdeX FLC grants are to be used to support the successful development, implementation, evaluation, and dissemination of initiatives that involve sustainable change in teaching and learning. These include (but are not limited to):

- Refreshments for meetings

- Organising events to share group work

- Purchasing relevant books or resources

- Inviting experts to speak online or on campus

- Engaging part-time student research assistance

- Support for local/overseas conference fees

5.3 Once approved, the application grant quantum cannot be increased. Hence, potential PIs are advised to prepare their budgets carefully.

5.4 The applicant also declares that the FLC grant award will not be used for any item(s) funded or pending funding from other sources.

5.5 All monies will be disbursed upon award of the grant. To help awardees with the financial planning, the PI will need to submit a Budget Phasing form upon award of the grant and completion of the Data Management Plan.

5.6 Subsequent changes to projected expenses will require the submission of a grant variation request through RISE and is subject to approval by Director, CTLP and the Deputy Provost (Education).

5.7 These requests should include justifications and be accompanied by evidence of satisfactory progress. Requests for an increase in funds will not be considered, as the awarded funds are final. A request for a project extension must be accompanied by a progress report that outlines the current status of the project and includes milestones achieved. The maximum duration for a grant extension is limited to 6 months unless there are compelling reasons for a longer extension.

6.   Obligations of FLC Project Grant Awardees

6.1 All successful grant holders are expected to commit to the following:

   a. **A Final Report (including a Financial Statement of Account),** to be provided at the conclusion of the FLC project. Please refer to **Annex B** for the template. The Final Report will document the achievement of objectives, deliverables, and interaction with FLC members for distribution at the EdeX Showcase (below) and made available to the wider University community.

   b. **An online artefact to be featured on the CTLP website (or similar)**, such as reflection pieces, blogs or work samples created by the FLC.

   c. **An EdeX Showcase** which may include conference presentations, open educational resources, and peer-reviewed publications.

7 Important Dates

Applications Open	25 March 2024
EdeX FLC Project Grant Briefing Session	27 March 2024
Application Close	25 April 2024
Feedback and revision for shortlisted projects	May-June 2024
Results announcement	1 July 2024
Complete project account creation in RISE	End-July 2024
FLC Project commencement	1 August 2024
FLC Project completion	31 January 2026

Feb 2024

Annex A: Application Form for EdeX Faculty Learning Communities Grant 2024-2025
(please remove text in blue)

1. Title for Learning Community	
2. 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.*

3. Learning Community Membership				
Role	**Name**	**Email**	**School**	**Department**
Principal Facilitator				
Co-Facilitator				
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.

4. Faculty Learning Community Project (*Please keep this section to not more than 4 pages*)	
a. 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?*
b. 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?*
c. Sharing	• *What artefacts will the learning community produce?* • *How will the outcomes and deliverables be shared with the broader NTU community?*

d. 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.

e. **Overall budget for the learning community.** Please fill in <u>Appendix B: Details and Justifications of Proposed Budget</u> for a detailed breakdown of the items.

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 Appendix C for the recommended budgeting guidelines.

Item	Budget Requested	Total (SGD$)
i) EOM		
ii) OOE – Materials and Consumables		
iii) OOE – Training/Other Miscellaneous Cost		
iv) OOE – Overseas Travel		
Total budget		

---

5. 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:

---

6. Associate Chair (Research) Endorsement

Signature: Name:	Date:

---

7. Chair of School Endorsement

Signature: Name:	Date:

<u>Annex B: Final Report</u>

Learning Community Project Title: _____

Project Report Period:

From _____ to _____

Approved Budget and Period:

SGD$_____ over _____years

1. Principal Investigator (PI), Co-Principal Investigator (Co-PI) & Members

Role	Name	Email	School	Department
Principal Facilitator				
Co-Facilitator				
Member				

2. Learning Community Project Findings

Briefly describe the teaching and learning issue that your learning community seeks to address. How has executing this project affected your learning community classroom practice. What challenges did your learning community face? Explain how your learning community overcame these challenges or how the activities and resources were realigned to meet the aims and intended outcomes of the learning community.

3. Outcome/Output of Learning Community Project

Briefly describe the following outcomes / output from your learning community. These outcomes could be expressed in terms of influence on student learning, members within the learning community, and/or the wider NTU community.

4. Future Plans

Briefly describe any new research areas, developments or changes in classroom practice that are expected to emerge from this learning community project. For example, will members of the learning community be implementing this in their future classroom practices? How? Will any of the members of the learning community be applying for grants? (e.g., EdeX)

5. Statement of Account

Please enclose the current statement of account for the above project from your Finance Department or through Staff Link-> Research Project Statement System. The statement should reflect the approved budget and the expenditure in the year reported in terms of manpower, equipment, consumables and others, as well as the balance available.

	Manpower	Misc. – Materials and Consumables	Misc. - Others	Misc. – Overseas Travel	Total
Approved Budget					
Actual Expenditure					
Balance					
% Utilization					

6. Endorsement of Report

The report must be signed and dated by the PI of the project. Electronic signatures are also accepted

Principal Investigator

☐ I, hereby, declare that the information provided in this application are correct and complete.

Signature: _____   Date: _____

Name: _____

Comments: _____

Appendix A: Engagement Activities and Deliverables

To ensure learning momentum, direction and ongoing support for the learning community, the group is expected to meet regularly, preferably monthly. You may refer to the table below for suggested engagement activities. Facilitators should be assigned to organize and moderate the sessions.

Types of engagement	Possible activities
Integrate research-based practices into teaching practice	• active preparing and participation in learning community meetings • review and revise course materials
Scholarly explorations	• peer-reviewed literature • scholarly manuscripts • teaching blogs
Collaborative relationships with cross- and interdisciplinary colleagues	• conduct peer observation • sharing experiences • feedback on design and implementation (research, course, etc)
Develop skills for reflective teaching	• write reflections on teaching blog
Disseminate practices and scholarships to broader teaching community at and beyond the institution	• sharing work by providing a presentation, instructional resource materials, and/or publication of findings

Over the course of the project, the learning community will work towards producing artefacts and deliverables to advance the quality of teaching and learning in NTU. These will eventually be shared with the broader NTU community at various physical and online platforms. These deliverables could include (but are not limited to):

- new or revised curricula

- development of teaching portfolio

- submission of a manuscript to a peer-reviewed journal

- submission of a grant proposal to an internal or external agency

- submission of a seminar or panel proposal to CTLP for presentation

- submission of a proposal for a presentation or poster to a teaching and learning conference

- development of teaching and learning related resources (e.g. online blogs for a professional audience, online teaching and learning resources for publication on the CTLP website)

- citations in online social networks platform (e.g. Academia.edu, for instance, allows you to upload unpublished articles for peer scrutiny or publicise the work)

Appendix B: 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.*

i)   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.

ii)   OOE – Materials & Consumables – <u>GST to be included, where appropriate</u>

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	

iii)   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	

iv)   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.***

Appendix C: Guidelines on Budgeting

All funds awarded must be utilized in accordance with existing NTU financial guidelines and any grant approval guidelines as determined by CTLP.

Type of Expenses	Description
EOM Related Expenses	
General policy	- Allowable only for expenses that are directly related to the project. - Does not cover salary and related expenses for PIs/Co-PIs/members. - Does not allow hiring of substitutes to perform teaching duties for PIs/Co-PIs/members. - Does not allow stipend top-up for existing postgraduate scholarship holders nor stipend and tuition support for undergraduate students
Recruitment of research assistant (RA)	Guideline on budget for part-time RA: - Student Assistant (Degree) - $10/hour - Student Assistant (Masters) - $15/hour Due to limited funds, recruitment of full-time RA is not fundable under this grant.
Transcription	- Simple transcribing (one-on-one or one-on-two) - $35 / audio-hour - Simple transcribing (with translation) - $56 / audio-hour - Classroom talk / focus group (>3 participants) - $60-80* / audio-hour *remuneration is based on complexity of the recording*
OOE Related Expenses (Materials and Consumables)	
General policy	- Allowable only for expenses that are directly related to the project. - Does not cover common office equipment, such as furniture and fittings, office software, photocopiers, scanners and office supplies.
Books and specialised journals relevant to the learning community topic	- Prices will range depending on the books, manuscripts or reference materials. - Books or lab manuals are allowable only if these are directly related to the project. Specialised journals are allowable only if these are directly related to the project and are not available in the university's libraries. The funding for journal subscription would be restricted to the duration of the project. - PIs should avoid purchasing books, reference materials or reference materials 3 months before the completion date of the learning community project. - Please consult NTU librarian on the availability of the resources. PIs may want to consider getting online copies instead of printed version of the resources.
OOE Related Expenses (Other Miscellaneous cost)	
General policy	Allowable only for expenses that are directly related to the project. Journal publication fees, in particular, require strong justification in the application, with details of whether they are achievable within the project period.
Reimbursements / Incentives	Allowable for NTU students taking part in the learning community activities. - Respond to surveys - $5-$10 / per survey - Participate in individual interviews or focus group - $10 / hour *For accountability, we recommend that PIs reimburse participants using vouchers / gift cards (e.g., Starbucks). PIs are to keep a record of the voucher distribution. We do not recommend reimbursement for transport / food allowance unless strong justification is provided.*

Visiting Consultant / Professor honorarium	• Allowable with clear description on how the visiting scholar/consultant will be contributing to the learning community project and/or enhance members knowledge of the learning community topic. • The budget to be supported will be decided based on prevailing rate of PI's School/NTU HR Policy (terms of payment for visiting scholars & consultants).
Refreshments for learning community meetings / Focus Group Discussions / Workshops / Seminars	Allowable for the learning community regular meetings and a hosted local seminar or workshop for sharing the topic with NTU wider community. • Tea - \$5/pax • Lunch/dinner - \$10/pax
**Local and Overseas Conferences (For full-time NTU staff)	Allowable if the purpose of the attending the conference is directly relevant to the learning community topic of interest or necessary to accomplish the project objectives for PI and members working for the FLC project. PIs and members who attend the conference are expected to share the knowledge and skills acquired with colleagues in the FLC and/or wider NTU community. Nature of sharing could be in the form of (or part of) the deliverables generated by the individual member or by the FLC as a group. Only conferences that peer review abstracts will be considered.
Software and software licenses	Allowable if software is necessary to accomplish the FLC project objectives and specifically provided for in the proposal. Purchase must be in accordance with NTU CITS ICT policy or the ICT and procurement policy of NTU as applicable. Software license period should not be longer than the FLC project duration. If license exceeds project duration, the amount claimable will be pro-rated up to the project duration.
OOE Related Expenses (Overseas Travel)	
**Overseas Travel (For full-time NTU staff)	The PI has to ensure that: (i) all travel expenses are in line with the consistently applied travel policy on business travel at NTU; (ii) any travel undertaken is in relation to the FLC Objectives and for no other purpose; (iii) the purpose of the travel should be directly relevant to the FLC and necessary to accomplish the FLC Objectives. ** The total funding for (i) overseas travel; and (ii) local and overseas conference 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.

(Please take note of change due to COVID-19 rules and guidelines from the University when arranging for face-to-face meetings, attending local or overseas conferences. Meeting refreshments may not be required if meetings are held online.)