

NTU EdeX Faculty Learning Communities Grant 2026-2027

1. Introduction

- 1.1 The NTU EdeX Grants are administered by the Teaching, Learning and Pedagogy (TLP) under the Institute for Pedagogical Innovation, Research & Excellence (InsPIRE).
- 1.2 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 strategic plans through funded Faculty Learning Communities (FLCs).
- 1.3 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.
- 1.4 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.
- 1.5 While all proposals are welcome, and the scope is intended to cover all aspects of university teaching and learning, preference will be given to topics that address current issues and strategies in NTU Education strategic plans.
- 1.6 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 External members who are not affiliated with NTU may also be included as part of the FLC to bring diverse perspectives and expertise. However, it is essential to ensure that the funding is primarily used to support the development of NTU staff and to align with the goal of enhancing NTU's internal capacity.
- 2.4 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.

2.5 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.

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 Endorsement by the Associate Chair (Research) (ACR) is required. Completed applications can be submitted electronically via RISE (<https://fibl.ntu.edu.sg/>), *RISE Grant Call #11058 : EdeX Faculty Learning Communities Grant AY2026-2027 (EdeX FLC Grant AY2026-27)*, with the application form included in the attachment section. In RISE, the ACR serves as the Head of Department (HoD) approver for this application; therefore, a separate endorsement on the application form is not required.

3.4 RISE will route your application to your School's Research Support Office (RSO), then to the HOD/ACR for approval before it reaches the Grant Manager (GM) from the EdeX Grant Administration Team. 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/Head, InsPIRE-TLP 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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 EdeX Grant team and may be asked to incorporate recommendations from the Panel into their proposal, with the support of InsPIRE-TLP.

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 InsPIRE-TLP.
- 4.3 EdeX Grant team will work with the PIs to coordinate the involvement of the pedagogy resource personnel from InsPIRE-TLP and/or the Teaching Fellow from the NTU Teaching Excellence Academy.
- 4.4 EdeX Grant team will convene a kickoff session for all new awardees, typically held in the first week of August. The session supports shared understanding and community-building across FLCs, and provides an opportunity for PIs and members to connect with other FLC recipients.
- 4.5 Each FLC may generate individual and personalized deliverables, coupled with group-generated deliverables.
- 4.6 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 and is subject to approval by Head/Director, InsPIRE-TLP, and the Deputy Provost (Education).

6. Obligations of FLC Project Grant Awardees

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 InsPIRE-TLP website (or similar)**, such as reflection pieces, blogs or work samples created by the FLC.
- c. **An EdeX Showcase** which may include peer-reviewed publications, books, journals, articles, newsletters, brochures, posters, online artefacts (such as reflection pieces, blogs or work samples), conference materials, webinars, case studies and reports. The aim is to maximise the educational impact of EdeX projects. FLCs are welcome to be creative and experimental in how they showcase their work. If you have ideas that do not fit into the examples above, please write to EdeXGrant@ntu.edu.sg for a discussion.

7. Support Available and Useful Resources

- 7.1 (Pre-submission) To assist applicants in formulating their proposals, applicants may arrange a consultation with InsPIRE-TLP faculty developers. Please contact email EdeXGrant@nus.edu.sg to schedule a review of your preliminary or draft proposals.
- 7.2 (Post-award) Regular meetings (6-monthly) may be held during the course of the project to discuss project progress and issues, if necessary.
- 7.3 For resources on Research Information System Resources (RISE), kindly visit RISE webpage (<https://fib.i.ntu.edu.sg/>) or contact RISE via ServiceNow -> Research Services -> Ask RISE@NTU.
- 7.4 All research involving the use of human subjects (or human participants) must be reviewed and approved by the NTU's Institutional Review Board (NTU-IRB) before they are conducted. For further information, kindly visit the NTU-IRB webpage (<https://www.ntu.edu.sg/research/research-integrity-office/institutional-review-board>) or reach out to NTU-IRB at irb@ntu.edu.sg.
- 7.5 On NTU Data Management Policy, please visit <https://libguides.ntu.edu.sg/rdm/dmp>.

8. Important Dates

Applications Open	23 January 2026
EdeX FLC Project Grant Briefing Session	29 January 2026 (see Section #9 for information)
Application Close	26 March 2026
Attend Panel Interview	end-April 2026 (TBC)
Results Announcement	1 July 2026
Kick-off meeting for All New Awardees (see section 4.4)	early-August 2026
FLC Project commencement	1 August 2026
FLC Project completion	31 January 2028

9. Grant Briefing Session

- a. An online information session will be held on Thursday, 29 January, from 12pm to 1pm. This session will provide details of the grant, examples of FLC projects and support available.
- b. Please sign-up here to receive the meeting invitation and link:
<https://events.teams.microsoft.com/event/e517034e-f31f-4add-a3e9-00ae54f43444@15ce9348-be2a-462b-8fc0-e1765a9b204a>

Annex A: Application Form for EdeX Faculty Learning Communities Grant 2026-2027
(please remove text in blue)

1. Title for Learning Community	
2. Description of Learning Community (up to 250 words)	<i>Briefly explain the theme and aims of your learning community.</i>
Keywords (up to 5 keywords)	<i>Provide keywords that are associated with the theme of your learning community.</i>

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	<ul style="list-style-type: none">• <i>What are the aims and expected outcomes of the learning community?</i>• <i>What teaching and learning issue does the learning community seek to address?</i>• <i>How will the study of this issue benefit the broader NTU community?</i>
b. Strategy	<ul style="list-style-type: none">• <i>How will you organize and guide the learning community?</i>• <i>What activities and resources will be used to study the teaching and learning issue?</i>• <i>How will you know that your learning community has been successful?</i>
c. Sharing	<ul style="list-style-type: none">• <i>What artefacts will the learning community produce?</i>• <i>How will the outcomes and deliverables be shared with the broader NTU community?</i>
d. Provide an indicative summary of proposed learning community activities and associated timeline.	<p><i>You may refer to Appendix A for activity ideas.</i></p> <p><i>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.</i></p> <p><i>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.</i></p>

e. **Overall budget for the learning community.** Please fill in Appendix B: Details and Justifications of Proposed Budget 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:

Annex B: Final Report

This information is furnished on the understanding that it can be used for evaluation, reference, reporting and publicity purposes, as determined by the University.

All sections must be completed. This Final Report and a Financial Statement of Account are to be uploaded and submitted electronically via RISE (<https://fib.i.ntu.edu.sg/>),

For queries, kindly contact the EdeX Grant Administrator (EdeXGrant@ntu.edu.sg).

Project Title: <Insert project title>

Principal Facilitator: <Insert Name of PF>

1. 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 and/or institutional 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. Where relevant, reflect on how participation in the community shaped members' professional growth or ways of working.

2. FLC context

a) FLC Membership Updates (complete only if new members have joined the FLC)

Please list only the additional members and their School/Department (or institution, if external). Otherwise, you may leave this section blank.

Number of new FLC members within NTU	Click here to enter numeric value.
Names of new FLC members (within NTU) and their respective Schools/Departments (including faculty, MSOs, and students)	Click here to enter text.
Number of members outside of NTU	Click here to indicate the institution/organisation and the number of members from each.

b) FLC Participation

Number of meetings / sessions conducted	Click here to enter numeric value.
Average attendance rate (estimated%)	Indicate an approximate percentage of members who attended your FLC meetings on average (e.g., 70%).

3. Outcome / Output of Learning Community Project

a) FLC Scope of Impact

Number of Courses taught by FLC members	Click here to enter numeric value.
Estimated number of students impacted (e.g. students reached through courses taught by FLC members, or students benefiting from teaching/assessment changes informed by the FLC)	Click here to enter numeric value.
Beyond formal FLC membership, estimated number of instructors who adopted the practice as a result of this project.	Click here to enter numeric value.
Has the EdeX project led to any updates or changes in school/institution policy development?	Choose an item.
Did your EdeX project involve the development of software/tool or any other assets as part of the project outcomes?	<p><input type="checkbox"/> Yes, please specify the information of the software/tool and how it is being deployed within or out of the campus for usage.</p> <p>Click here to enter text.</p> <p><input type="checkbox"/> No</p>

Discuss the extent to which your project influences academic teaching practices and/or institutional practice.

Click here to enter text.

b) Publication/ Book Chapter / Conference / Invited Speaker / Online blog / Workshops / Webinars / Knowledge Transfer or any form of sharing on insights gained from this FLC. [\(Add more rows if required\)](#)

Please specify	Click or tap here to enter text/numeric value.
Please specify	Click or tap here to enter text/numeric value.
<p>You may indicate work-in-progress and provide an estimated timeline for completing the intended work. If you have faced any challenges in sharing your work with the general public, describe how you have addressed or plan to address them. (Please remove text in blue)</p> <p>Click here to enter text.</p>	

c) Other KPIs (i.e. external collaboration, acquisition of additional grants or funding opportunities, and so on) [\(Add more rows if required\)](#)

Please specify	Click or tap here to enter text/numeric value.
Please specify	Click or tap here to enter text/numeric value.

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 members of the learning community be applying for grants? (e.g., EdeX Teaching and Learning Grant)

5. Statement of Account

Please enclose the current statement of account for the above project from your Finance Department or through your project account in RISE -> Budget & Expenses -> Expense Tracking. 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.

	EOM – Manpower	OOE – Materials and Consumables	OOE – Others	OOE – Overseas Travel	Total
Approved Budget					
Actual Expenditure					
Balance					
% Utilization					

6. Manpower Details

Please provide a list of the personnel recruited under the grant, and for each person recruited, also provide the name, post, qualification, and duration of support. A NIL response should be indicated.

No.	Name	Post	Qualification	Duration of support
1				
2				
3				

7. 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	<ul style="list-style-type: none"> • active preparing and participation in learning community meetings • review and revise course materials
Scholarly explorations	<ul style="list-style-type: none"> • peer-reviewed literature • scholarly manuscripts • teaching blogs
Collaborative relationships with cross- and interdisciplinary colleagues	<ul style="list-style-type: none"> • conduct peer observation • sharing experiences • feedback on design and implementation (research, course, etc)
Develop skills for reflective teaching	<ul style="list-style-type: none"> • write reflections on teaching blog
Disseminate practices and scholarships to broader teaching community at and beyond the institution	<ul style="list-style-type: none"> • 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 InsPIRE-TLP 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 InsPIRE-TLP 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 and is subject to approval by the Head/Director of InsPIRE-TLP and the Deputy Provost (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 assistant (SA)	<i>We intend to hire one SA to manage meetings and logistics.</i>	\$10/hour	\$10 x 20 hours	200
Student assistant (SA)	Another SA to help with design and formatting of materials for dissemination purpose (e.g., layout and graphics for blogs and handbook/guidebook production).	\$10/hour	\$10 x 30 hours	300
Subtotal				500

* 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 – 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\$)
Handbook	Production of a handbook/guidebook documenting case studies of the innovative practice (e.g., layout/design, in-house printing, binding, and basic materials) for sharing within the School/University.	\$500	\$500
Subtotal			\$500

iii) OOE – Other Miscellaneous Cost

Item	Justification	Quantity and Cost Estimation	Total (S\$)
Lunch cum bi-monthly discussion	<i>We plan to have 7 face-to-face bimonthly discussion, and 1 kick-off meeting and 1 wrap-up meeting for the whole FLC.</i>	\$10 x 8 members x 9 meetings	\$720
Honorarium for invited speakers	<i>We plan to invite external speakers for webinar sharing.</i>	\$500 x 2 speakers (estimated)	\$1000

	<i>(Indicate potential speakers, even if not yet confirmed, briefly state their areas of expertise, and the relevance of inviting them to your FLC's focus.)</i>		
Workshop for students	Two pilot workshops will be conducted to test the activities developed by the FLC. Each workshop will involve an estimated 30 students. Funds will be used for light refreshments for participating students.	$\$5 \times 30 \text{ students} \times 2 \text{ sessions}$	\$300
Local/Virtual T&L conference	<p><i>To have a few members attend a local or virtual conference to learn more about the topic and come back to share with the community.</i></p> <p><i>Virtual mode for overseas conference will be preferred so that more members can attend the conference.</i></p> <p><i>Cost estimated based on fees currently charged by HERDSA 2025 - https://conference.herdsa.org.au/2025/register/</i></p>	<p>$\\$230 \times 8 \text{ members}$ (estimated)</p> <p><i>Virtual non-member-full registration fee is AUD270~S\$230 (estimated)</i></p>	\$1840 (estimated)
			Subtotal

iv) OOE – Overseas Travel

Item		Total (S\$)
Country	Justification	
-	-	NA
		Subtotal

Note:

1. **Total funding for local/overseas conference (including related overseas travel fees) for Pls/Co-Pls/members, will be capped at 50% of total project direct costs, subject to a maximum of \$5,000 for each FLC and subject to InsPIRE-TLP 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 InsPIRE-TLP.

Type of Expenses	Description
EOM Related Expenses	
General policy	<ul style="list-style-type: none"> 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)	<p>Guideline on budget for part-time RA:</p> <ul style="list-style-type: none"> Student Assistant (Degree) - \$10/hour Student Assistant (Masters) - \$15/hour <p>Due to limited funds, recruitment of full-time RA is not fundable under this grant.</p>
Transcription	<ul style="list-style-type: none"> 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 <p><i>* remuneration is based on complexity of the recording</i></p>
OOE Related Expenses (Materials and Consumables)	
General policy	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<p>Allowable only for expenses that are directly related to the project.</p> <p>Journal publication fees (e.g., open access/article processing charges) are <u>not supported</u> under this grant.</p>
Reimbursements / Incentives	<p>Allowable for NTU students taking part in the learning community activities.</p> <ul style="list-style-type: none"> Respond to surveys - \$5-\$10 / per survey Participate in individual interviews or focus group - \$10 / hour

	<p><i>Refer to this link for details on payments for Reimbursement, Compensation & Incentives - https://www.ntu.edu.sg/research/research-integrity-office/institutional-review-board/guidelines/payments.</i></p> <p><i>PIs are to keep a record of the reimbursement/incentives distribution. We do not recommend reimbursement for transport / food allowance unless strong justification is provided.</i></p>
Visiting Consultant / Professor honorarium	<ul style="list-style-type: none"> 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	<p>Allowable for the learning community regular meetings and a hosted local seminar or workshop for sharing the topic with NTU wider community.</p> <ul style="list-style-type: none"> Tea - \$5/pax Lunch/dinner - \$10/pax
**Local and Overseas Conferences (For full-time NTU staff)	<p>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.</p> <p>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.</p> <p>Please refer to Appendix D for a non-exhaustive reference list of conferences and journal publications.</p> <p>Only conferences that peer review abstracts will be considered.</p>
Software and software licenses	<p>Allowable if software is necessary to accomplish the FLC project objectives and specifically provided for in the proposal.</p> <p>Purchase must be in accordance with NTU CITS ICT policy or the ICT and procurement policy of NTU as applicable. Applicants should also ensure that the usage of software or applications adheres to Acceptable IT Usage Policy and Data Governance Policy.</p> <p>For the use of publicly available AI tools, please refer to the Generative AI Acceptable Usage Guidelines. In relation to the use of Generative AI tools, applicants are encouraged to first explore in-house tools, such as those listed under ATLAS key projects: https://www.ntu.edu.sg/education/inspire/applications-of-teaching-learning-analytics-for-students-(atlas)/atlas-key-projects.</p>

	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)	<p>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.</p> <p> 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 InsPIRE-TLP approval.</p>

Appendix D: List of Conferences and Journals

To support applicants who may be less familiar with teaching and learning dissemination outlets, this appendix provides a reference list of relevant journals and conferences. This list is non-exhaustive and is intended as a guide; applicants may propose other suitable outlets.

Given the limited budget and the collaborative nature of FLCs, applicants are encouraged to consider conferences, particularly those held overseas, that offer hybrid or online modes of attendance and presentation, so that more FLC members can participate.

Conferences outside Appendix D may be considered only if the abstract submission is *peer reviewed*.

Conference	Website	Description
"From Good to Great", NTU Annual Learning and Teaching Conference	From-Good-to-Great">https://www.ntu.edu.sg/education/inspire/CTLP/events-and-outreach->From Good to Great	Annual international conference organised by InsPIRE-TLP, NTU, on teaching and learning in higher education.
Redesigning Pedagogy International Conference (RPIC)	https://www.ntu.edu.sg/nie/research/redesigning-pedagogy-international-conference-2026 <i>Specific URL may vary for subsequent conference years.</i>	Major Singapore based conference showcasing practice based research, innovative pedagogies, and learning design across K 12 and higher education.
Educational Research Association of Singapore (ERAS)	https://eras.org.sg/	A non-profit organisation to promote the cause of educational excellence in Singapore and the region via the conduct, promotion and use of relevant educational research.
American Educational Research Association (AERA)	https://www.aera.net	World's largest education research conference, covering all areas of educational inquiry.
International Society for the Scholarship of Teaching and Learning (ISSoTL)	https://www.issotl.com	Flagship international conference for the Scholarship of Teaching and Learning.
International Consortium for Educational Development (ICED)	https://icedonline.net	International conference on academic development and enhancement of teaching and learning.
Higher Education Research and Development Society of Australasia (HERDSA)	https://www.herdsa.org.au	Leading Australasian conference on university teaching, learning innovation, and higher education research.
Australasian Society for Computers in Learning in Tertiary Education (ASCILITE)	https://www.ascilite.org	Focuses on technology enhanced learning, digital pedagogies, and learning analytics.
Society for Research into Higher Education (SRHE)	https://www.srhe.ac.uk	Covers higher education systems, policy, governance, and equity.
British Educational Research Association (BERA)	https://www.bera.ac.uk	Major UK research conference spanning all education sectors.
Australasian Science Education Research Association (ASERA)	https://www.asera.org.au/	Brings together researchers in science education from Asia Pacific region. Focuses on research on science education across all levels and contexts.
European Science Education Research Association (ESERA)	https://www.esera.org/	Major biennial science education conference in Europe. Focuses on enhancing the range and quality of science education research and training. Its official journal Research in Science Education is a top-tier journal.
IEEE Global Engineering Education Conference (EDUCON)	https://educon-conference.org/	A flagship global conference on engineering and technology education organised by the IEEE Education Society.

List of Academic Journals

Academic Medicine	Educational Psychology Review	Journal of Engineering Education (JEE)	Scholarship of teaching and learning in psychology
American Educational Research Journal	Educational Research Review	Journal of the Scholarship of Teaching and Learning (JoSoTL)	Studies in Higher Education
Asia Pacific Journal of Education (APJE)	Higher Education	Medical Education	Teaching and Learning Inquiry
Assessment & Evaluation in Higher Education	Higher Education Research & Development	Medical Teacher	Teaching and Teacher Education
College teaching	International Journal for the Scholarship of Teaching & Learning (IJ-SoTL)	New directions for teaching and learning	Teaching Sociology
Computers & Education	International Journal of Nursing Education Scholarship	Review of Educational Research	The Internet and Higher Education
Educational Psychologist	Journal of Educational Psychology	Review of Research in Education	

You can also consult the Scientific Journal Rankings here: [Journal Rankings on Education \(scimagojr.com\)](http://Journal Rankings on Education (scimagojr.com))