**Application Form**

**NTU EdeX Teaching and Learning Grants**

**2024-2025**

*(please remove text in blue)*

|  |  |
| --- | --- |
| 1. **Project Title**   (15 words max) |  |
| 1. **Project Summary**   (up to 250 words) |  |
| **Keywords**  (up to 5 keywords) |  |

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| --- | --- | --- | --- |
| 1. **Research Team** | | | |
| **i) PI**  Please attach a 1 page CV of the PI. Include academic qualifications, work experience, relevant grants and publications | **Name *with email address and telephone*** | **School** | **Details of previous Grant Awarded**  **(up to 3)** |
|  |  |  |
| **ii) Co-PIs & Collaborator**  Please attach a 1 page CV of the PI and all Co-PIs. | **Name** | **Role and Contribution** | **Details of revious Grant Awarded**  **(up to 3)** |
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\*we strongly recommend that PIs without prior research experience to collaborate with colleagues who have research experience to help with research design and project management. Attached the PI’s and all project members’ CV as part of this grant application form.

1. **Types of application**

This research proposal is a :

New Application

Resubmission (Eligible for those who have been advised by the EdeX panel reviewers in a previous grant call to revise and resubmit. Not eligible for previously rejected proposals.)

Continuation of existing grant

If this is a resubmission, please describe succinctly, in no more than 150 words, how this proposal has been adjusted:

1. **Theme**

Please select the relevant theme that you are applying for:

☐ Theme 1: Using forms of digital technology to improve the development of critical and creative thinking

☐ Theme 2: Pedagogy of Inclusion for Transformative Education

☐ Theme 3: Encouraging learner agency to confront a complex and uncertain world

☐ Others (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Please complete the following, under the sub-headings. Please keep this section to 5 pages.**

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| 1. Describe the **project aims.** What problem(s) in the area of teaching and learning are you trying to solve and how this project will address it? What are your research question(s) / hypothesis? |
| 1. Explain how the aims of the project are informed by the **relevant literature** (e.g. pedagogical literature, literature on disciplinary teaching, scholarship of teaching and learning) |
| 1. Describe the methods and procedures of the study, e.g. How would you recruit your participants? What are the steps involved? How would you collect the data? Briefly mention how you intend to analyse the data collected. |
| 1. What are the expected outcomes of the study in terms of student learning? How you will know if the project has been successful in achieving the intended outcomes? |
| 1. How will the project-generated knowledge be disseminated to effectively communicate its results, outcomes, and the potential for adoption and adaptation by others? |
| 1. Provide a summary of the proposed project activity and associated timeline   Use a Gantt Chart to illustrate your project timeline (below shows a sample Gantt Chart). The same Gantt Chart should be used to show your progress in the Annual and Final Progress Report.  Please factor in any delays that you may face when applying for IRB. Also incorporate the time needed to generate the intended deliverables into your timeline.   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | \***Milestones** | **Year 1** | | | | | | | | | | | | **Year 2** | | | | | | | **Q1** | | | **Q2** | | | **Q3** | | | **Q4** | | | **Q1** | | | **Q2** | | | | IRB Application |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Development of materials for project |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Pilot Implementation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Data analysis |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Second phase implementation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Generate Deliverables (i.e. Annual/Final Report, develop manuscript and relevant artefacts, submission to journal). |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| 1. Provide an overall budget for the research. Please provide detailed breakdown of the items in **Details and Justifications of Proposed Budget** overleaf.   \*Note : Funding can be provided for research assistant, facilitation of workshops, focus groups (and other related activities); it cannot be used for capital items, leased items (eg. PCs) or international travel. Please check with your school’s finance office to ensure that the items are budgeted are permitted and within the appropriate category.  Please allocate the conference registration fees under OOE (Other Miscellaneous Costs). Once the PI receive confirmation email from the conference organiser that the submission is accepted, a variation request is necessary to transfer the allocated funds for conference to OST (Conference).   |  |  |  |  | | --- | --- | --- | --- | | **Vote** | **Budget Requested** | | **Total ($)** | | Year 1 | Year 2 | | A. EOM |  |  |  | | B. OOE – Materials and Consumables |  |  |  | | B. OOE - Subject/Volunteer Payment |  |  |  | | B. OOE – Journal Publication Fees |  |  |  | | B. OOE – Miscellaneous Cost |  |  |  | | Total budget |  |  |  | |

1. **Associate Chair (Research) Endorsement**

*The Associate Chair Research (ACR) must approve the application. To streamline the application process, if the submission via RISE is routed to ACR for approval, ACR endorsement on this word version of the application form is not required.*

|  |  |
| --- | --- |
| 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 a submission of a grant variation via RISE and is subject to approval by the Director of CTLP and the Deputy Provost (Education). You may refer to* ***NTU EdeX Teaching and Learning Grant Guidelines: Appendix C*** *for the recommended budgeting guidelines.*

**EOM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Staff Category | No. | Cost per head | Year 1  ($) | Year 2  ($) | Total  ($) |
| Student assistant | 15 | $10/hour | 500 | 800 | 1300 |
| 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.

\* Based on previous applicants, we strongly do not recommend 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 a strong justification

**Justification**

Student assistant (SA) – We intend to hire 10 SA to assist with the data collection in year 1 and 5 SA to assist with data collection in Year 2. The SA will be deployed around various locations in campus to collect data through observation field notes.  
  
Year 1 - $10/hour x 10 SA x 5 hours = $500  
Year 2 - $10/hour x 5 SA x 8 hours = $800

**OOE - GST to be included, where appropriate**

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Year 1  ($) | Year 2  ($) | Total ($) |
| Materials & Consumables |  |  |  |
|  |  |  |  |
| Subject/Volunteer Payment |  |  |  |
|  |  |  |  |
| Training/ Miscellaneous Cost |  |  |  |
|  |  |  |  |
| Journal Publication Fees |  |  |  |
|  |  |  |  |
| Grand Total |  |  |  |

Justification

\*Please provide justification for each category. Any item above $2,000 requires a strong justification. If a vendor will be engaged, kindly provide a quotation.

\* 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.

\* Based on previous applicants, we strongly do not recommend 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 a strong justification

\* You should clarify your strategic approach to selecting conferences for attendance and presentation. This process should consider factors like the conference's relevance to your research, the intended audience, and potential opportunities for collaboration or networking. It's important to note that the conference you ultimately present at may differ from what is initially proposed.

\* You should provide justification for the payment of journal publication fees, particularly given the availability of alternative open-access journals that do not necessitate payment. You may indicate the specific journal or a selection of journals you intend to target. This will help elucidate the type of publication you are considering and offer insight into the associated fees requested.