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| NTU EdeX Grants 2021-2022 (1st Call) |

##### Introduction

* 1. NTU EdeX Grants are designed to promote the development of strategies to enhance the quality of teaching and the student learning experience.
  2. Grant holders will be expected to develop significant learning strategies that are new (not necessary original in a global context) and based on the findings of current pedagogical research into effective learning and teaching in higher education. They are intended to foster a broader culture in the University that nurtures and supports that primary objective. They are also designed to promote faculty involvement in the scholarship of teaching and learning, with publication in that area as one desired outcome.
  3. Grant holders will be expected to implement their projects in the courses or programs that they teach (lectures, tutorials, laboratories, etc) and evaluate their outcomes and effectiveness. It is desirable, though not mandatory, for the projects to be undertaken by a team, rather than by individuals. **The period of support is up to 18 months from the award of the grant**.
  4. While all proposals are welcomed, and will be considered in all aspects of university teaching and learning, specific sub-themes will be identified for special consideration and emphasis.
  5. The amount awarded to each grant will normally be up to $40,000 but grants of smaller amounts will be considered favourably**.**
  6. **Please note:** EdeX Grants will not be awarded to projects that should normally be supported by Schools, such as the development of new courses, course reviews, projects already under the TEL initiative, and so on.
  7. Applications are due on **Friday, 14th May 2021 at 4.00pm.**

##### Themes

* 1. There are three themes to choose from, “Student diversity, inclusion, and wellness”, “Authentic learning” and “Interdisciplinary Teaching”.

**Student diversity, inclusion, and wellness.** As student populations become more diverse, it is essential to implement teaching practices that enable full participation, engagement, and learning for students of all academic and social background. This theme focuses on development of interventions to help students feel a sense of belonging, build resilience, develop fundamental psychosocial skills, and support them in achieving learning goals.

**Authentic learning.** To prepare students for life outside school, learning needs to connect with what they are taught in school to real-world issues, problems, and applications. This theme focuses on fostering an authentic learning experience for the development of 21st century skills, such as global awareness, business and entrepreneurial literacy, civic literacy, health literacy and environmental literacy. In order to reflect the real world, research on authentic learning can investigate on assessment and learning activities that are either carried out in real-world contexts or have high transfer to a real-world setting.

**Interdisciplinary Teaching.** With NTU Education 2025, this theme aims to encourage integration of perspectives or the facilitation of complex and collaborative student learning opportunities across disciplines into their respective subject matter.

NB. The EdeX panel will also consider applications that do not come under these themes if they address current issues and strategies in NTU Education 2025.

* 1. EdeX grants are to be used to support the successful development, implementation, evaluation, and dissemination of initiatives that involve sustainable change in teaching and learning. Proposals that involve significant start-up costs or hardware components could be co-funded by Schools and Colleges. (**Please note that the EdeX grant itself cannot be used for the purchase of hardware**.) It is intended that the roll-out implementation thereafter will have the full support of the Schools as part of their operational and formal offerings in the program/subject/course curriculum. Please see Appendix C for budgeting guidelines
  2. While there is no quota for any Schools, it is intended that such grants for teaching innovations be supported by all in the pursuit of teaching excellence. Preference will be given to projects that have a clear intention to enhance the quality of learning for students.

##### Applicant Eligibility

3.1 The PI must meet the following eligibility criteria:

* Assistant Professors, Associate Professors and Professors
* Lecturers and Senior Lecturers

3.2 We strongly encourage the formation of a project team when submitting the EdeX proposal. Team members can be other faculty members from the same or different Schools. It can also include non-faculty members (like technical staff) and industrial or business partners. The roles of such team members must be meaningful, and their contribution to be clearly documented.

3.3 Priority will be given to applicants who have previously not received an EdeX Grant. We strongly encourage PIs who have received the EdeX Grant to apply for MOE’s TRF Grant.

##### Application and Assessment Process

* 1. The PI of the EdeX grant application is required to complete the Forms in Annex A. In addition, the PI (along with the team, if needed) is encouraged to contact the EdeX Grant Administrator ([EdeXGrant@ntu.edu.sg](mailto:EdeXGrant@ntu.edu.sg)) to obtain comments and guidance on the preparation of their grant application.
  2. PIs without prior experience with managing research grants are strongly advised to collaborate with a Co-PI who to draw on their research experience.
  3. The completed form should be a maximum of **6 A4 pages** (minimum 11 point font – Arial or Times New Roman; minimum margins of 2cm) excluding the Endorsement, Appendix A & Appendix B. No additional appendix should be included apart from those listed in this application form.
  4. All applications must be endorsed by the Chair of the School with whom the PI is associated. Collaborators can be from other Schools or organizations. Digital signatures will be accepted.
  5. Completed applications can be forwarded to TLPD prior to the closing date. Applications should be **submitted electronically** to EdeX Grant Administrator ([EdeXGrant@ntu.edu.sg](file:///D:\EdeX\EdeXGrant@ntu.edu.sg)). Digital endorsements by the Dean and Chair will be accepted. Please submit all applications via your **School’s Research Support Office**.
  6. A new research account will be created for new grant holders for the disbursement of grant money upon completion of the Data Management Plan (DMP). Please contact your school’s RSO for more information on this process.
  7. Applications will be considered by the EdeX Selection Panel. Shortlisted applicants will be notified and asked to prepare a 10-minute pre-recorded video presentation. This will be followed by an invitation to attend a 10-minute Q&A session by the panel. The Panel will comprise:
  + Representative from each College (including TEA Fellows)
  + Representative LKCSoM
  + Representative from NIE
  + Head, TLPD or delegate

##### Project Management

* 1. Projects should be completed within an **18-month** period or less from the time of the grant.
  2. Progress reports and update meetings will be expected. *(Details of report submission will be in section 6.2)*
  3. PIs are responsible for all aspects of managing the project including the hiring of personnel and management of research funds, which must comply with the respective School’s policy and guidelines.
  4. All research involving students as research subject require IRB approval. It is the responsibility of the PI to apply for IRB approval. Approval is not required upon submission of the proposal. We strongly advice to apply the IRB early to avoid delays in starting your study.
  5. All monies will be disbursed upon award of the grant. In order to help awardees with the financial planning, PIs will need to submit a Budget Phasing form upon award of the grant ad completion of the Data Management Plan (DMP).
  6. Any changes to projected expenses are subject to the approval of Head of TLPD and the Associate Provost of Undergraduate Education

##### Obligations of Project Grant Awardees

* 1. All successful grant holders will be expected to participate in:

1. A project meeting with TLPD: A meeting will be held with the project grant holders and TLPD before project commencement. This is to provide an opportunity for project grant holders to review the project goals, design and implementation methods, expected challenges and plans for dealing with them, and strategies for project evaluation and publication. Ways in which TLPD can provide support to project grant holders will also be discussed. This meeting will be organised immediately after the announcement of successful EdeX awards. Thereafter, meetings may be held during the course of the project to discuss project progress and issues, if necessary.
2. The NTU EdeX Showcase: This annual event will be held in conjunction with the annual **“NTU Learning and Teaching Conference”** staff seminar on learning and teaching, generally held during the recess week in March.
   1. All successful grant holders will be expected to **submit project reports** as follows:
3. **An Annual Progress Report** is due one year from the date the grant is awarded. In the event that the project is shorter than one year, only a Final Report is required.
4. **A Final Report** will be produced for distribution at the Showcase and made available to the wider University community. Each project leader is responsible for providing this report to the TLPD by the end of the project closing date as stated in the award letter.
5. **A Financial Report** is to be provided with every report.
6. **An EdeX Showcase** which may include conference presentations, open educational resources, and peer-reviewed publications.

##### Important Dates

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| Applications Open | 15 April 2021 |
| EdeX Grant Briefing Session | 20 April 2021 2.00pm – 4.00pm Zoom Online Workshop [Register for the Workshop](https://ntu-sg.zoom.us/meeting/register/tJckdO-spjgiHN3ju96dy3iKRnMhdfdA0P8Y) (Hold Ctrl+ Left click to Register) |
| Application Closing Date | 14 May 2021 |
| Shortlisting | 4 June 2021 |
| Presentation of shortlisted grants | Mid-June 2021 (to be confirmed) |
| Results announcement | 12 July 2021 |
| Project meeting with TLPD | Mid July  (to be confirmed) |
| Project account creation in RISE | 23 July 2021 |
| Project commence | 1 August 2021 |

**Annex A: Application for NTU EdeX Grants 2020-2021** (please remove text in blue)

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| **1. Project Title**  (15 words max) |  |
| **2. Project Summary**  (up to 250 words) |  |
| **Keywords**  (up to 5 keywords) |  |

**Types of application**

This research proposal is a :

New Application

Resubmission

Continuation of existing grant

**Theme**

Please select the relevant theme that you are applying for:

Theme 1: Technology to enhance collaborative learning

Theme 2: Global Citizenship

Theme 3: Interdisciplinary Teaching

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

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| **3. PI**  Please attach a 1 page CV of the PI and all Co-PIs in Appendix B. Include academic qualifications, work experience, relevant grants and publications | **Name**  ***with e-mail address***  ***and telephone*** | **School** | **Details of previous Grant Awarded**  **(up to 3)** |
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| **4. Co-PIs & Collaborator**  Please attach a 1 page CV of the PI and all Co-PIs in Appendix B. | **Name** | **Role and Contribution** | **Details of previous 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

**5. Please complete the following, under the sub-headings. Applications must be endorsed by the PI’s School chair (Sections 6 and 7). Please keep this section to 5 pages (excluding Appendix A)**

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| a. 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? |
| b. 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) |
| c. 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. |
| d. What are the expected outcomes of the study in terms of student learning? |
| f. Provide a summary of the proposed project activity and associated timeline  Use the following Gantt Chart to illustrate your project timeline. The same Gantt Chart should be used to show your progress in the Annual and Final Progress Report.  Your preparatory phase (e.g., literature review, recruitment etc) should begin in August 2021. We strongly recommend you begin testing in S2 AY2021/2022. Please factor in any delays that you may face when applying for IRB.   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **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 |  | |  |  | |  |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  | |
| g. Provide an overall budget for the research. Please fill in Appendix A for a detail breakdown of the items.  \*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   |  |  |  |  | | --- | --- | --- | --- | | **Vote** | **Budget Requested** | | **Total**  **($)** | | Year 1  (01/08/2021)  to  (31/07/2022) | Year 2  (01/08/2022)  to  (31/01/2023) | | A. EOM |  |  |  | | B. OOE – Materials and Consumables |  |  |  | | B. OOE – Miscellaneous Cost |  |  |  | | Total budget |  |  |  | |

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

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| Signature:  Name: | Date: |

1. **Chair of School Endorsement**

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| Signature:  Name: | Date: |

**Appendix A : Detailed 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 and is subject to approval by the Head of TLPD and the Associate Provost of Undergraduate Education. Please see Appendix C for our recommended budgeting guidelines*

**EOM**

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| --- | --- | --- | --- | --- | --- |
| 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**

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| Item | Year 1  ($) | Year 2  ($) | Total ($) |
| Materials & Consumables |  |  |  |
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| Training/ Miscellaneous Cost |  |  |  |
|  |  |  |  |
| Grand Total |  |  |  |

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.

**Appendix B – CV**

**Appendix C – Guidelines on Budgeting**

**EOM (Manpower)**Student Assistant (Degree) - $10/hour  
Student Assistant (Masters) - $15/hour

**Reimbursements / Incentives**Surveys - $5-$10 / per survey  
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 on the voucher distribution. We generally do not recommend reimbursement for transport / food allowance unless strong justification is provided.*

**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*

**Catering**Tea - $5/pax  
Lunch/dinner - $10/pax

**Not fundable under EdeX Grant**

Equipment – computer, recording devices, cameras, Raspberry Pi

Teaching Release

Journal publication cost

Conference fees and travel

Course development fees