



18 September 2019

Dear Colleagues

Call for Submission for FIRLT Proposals November 2019

The call (click here for the [new regulation for FIRLT](#)) for the submission of FIRLT proposals is advertised on posters in the faculties and on the notice board on the University's website, however additional encouragement for the submission of proposals by your faculty and/or department will be welcomed.

Lecturers and/or academic teams may submit proposals for funding of research and innovation projects that aim to **enhance learning and teaching at SU**. Proposals highlighting, but not limited to, the following themes are invited:

- i. **Innovative assessment at SU**. Assessment for learning is integral for enhancing student experience and engagement. What can you do to show that Assessment matters to you and your students?
- ii. **Curriculum / Programme / Module renewal**. Invigorating, investigating and interrogating efforts show your dedication and ensure that your teaching matters at SU.
- iii. **Decolonisation or Social Justice in learning and teaching at SU**. Ensuring that our graduates exit the institution as critical citizens and change agents means that our teaching must reflect the graduate attributes.

The FIRLT guidelines and criteria (below) for applicants apply. All proposals have to be completed on the electronic FIRLT application form which can be accessed at <https://goo.gl/forms/bM5hcDxNOSnnPRJg2>. An email in support of the proposal from the Head of Department/Dean/Director must be sent to finlo@sun.ac.za prior to submission of proposals before 8 November 2019. Prior consultation with your CTL advisor is compulsory. The closing date for applications is **8 November 2019** and the outcome of the selection process will be communicated to applicants in December 2019.

The following support activities are on offer for FIRLT recipients and applicants in 2019:

1. *Writing retreat* from **5-8 November 2019** where potential FIRLT applicants will be supported in writing proposals while previous recipients of FIRLT could use the time to write up their research outcomes for publication.
2. *Writing by Hours* in **November and December** are sessions encouraging the notion of Slow scholarship (Leibowitz and Bozalek, 2018). Dates and times available in a dedicated space at the Centre for Teaching and Learning where learning and teaching researchers can write for proposals or publication.

Booking for these opportunities is essential. Please complete attached booking form(s) and email to finlo@sun.ac.za.

For more information regarding the above opportunities contact Jean Farmer at jeanlee@sun.ac.za or 021 808 2956.

Kind regards

Dr Melanie Skead

Director / Direkteur

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Jean Lee Farmer

(Advisor and FIRLT project manager)

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FUND FOR INNOVATION AND RESEARCH INTO LEARNING AND TEACHING (FIRLT) **Guidelines and criteria for application for funding: 8 November 2019**

1. General information

Any appointed Stellenbosch University lecturer or team of lecturers or Centre staff responsible for learning and teaching may submit a project proposal for this funding.

2. Exclusions

Proposals will not be considered if:

- Any of the investigators on a project have outstanding reports on previous projects.
- Previous projects have not been presented at the annual SU SoTL conference within 12 months of completion.

3. Criteria for the selection of proposals

- Relevance and feasibility of the proposed project.
- Proposals marked *Innovation* must include a brief evaluation of the project.
- Proposals marked *Research* must include theoretical framework, research design and offer findings/results once the project is complete.
- Anticipated benefit/influence on learning and teaching at Stellenbosch University.
- Ethical statement must be included.
- A detailed activity and an aligned budget.
- Names and designation of all individuals involved and how they will be remunerated must be provided.
- Projects may be funded only to a maximum of two rounds. This remains subject to availability of funding.

Note:

- Applicants may be primary investigator (PI) on only one project per round of funding.
- The PI should be a permanent SU staff member or, if contracted to SU, the contract should extend at least six months beyond the end of the project.
- The PI is responsible for obtaining the necessary ethical clearance and/or institutional permission before beginning the project.
- Second round applications should give background and results wrt previous related studies.
- Requests for equipment should be motivated and include quotations. The fund will cover these requests only when it is demonstrated that these are central to the success of the proposed project. After completion of the project, assets should be made available for wider use in the faculty and managed by the CUA manager.

4. FIRLT do not fund:

- Editing of research outputs/papers
- Attendance, registration and travel to conferences
- Travel solely for class visits to other institutions
- Translation services
- Master's or doctoral studies
- Payment to the applicant for research work undertaken (full-time employed SU staff)
- Payment to the applicant or co-applicant for work undertaken during contracted time (contract staff)
- Journal page fees
- Design of short course i.e. courses which generate third-stream income
- Work considered as 'business-as-usual'
- Retrospective applications or parts thereof

5. Successful applicants will be expected to:

- Start the project within 6 months of receipt of the award.
- Submit a progress report every six months, including a copy of the cost centre transactions and balance. The template at the following link serves as guideline when preparing your report on your FIRLT project: <http://www.sun.ac.za/english/learning-teaching/ctl/Documents/FIRLT%20FINLO%20report%20of%20project%20template.pdf>.
- On completion of the project, a final report must be submitted and all unspent funding returned to the FIRLT cost centre.
- Publish the final report on the FIRLT website.
- Provide copies of all publications linked to the project to the FIRLT administrator.

6. Questions regarding FIRLT may be directed to the CTL advisor in your faculty or any of the committee members:

- Dr Melanie Skead, Director: Centre for Teaching and Learning, mskead@sun.ac.za
- Dr Nicoline Herman, Deputy Director: Centre for Teaching and Learning, nherman@sun.ac.za
- Dr Faaiz Gierdien, Curriculum Studies, Faculty of Education, faaiz@sun.ac.za
- Dr Taryn Bernard, Faculty of Arts and Social Sciences, tbernard@sun.ac.za
- Prof Susan van Schalkwyk, Director: Centre for Health Professions Education, Faculty of Health Sciences, scvs@sun.ac.za
- Dr Margaret Blackie, Chemistry and Polymer Science, Faculty of Natural Sciences, mblackie@sun.ac.za
- Dr JP Bosman, Head: Centre for Learning Technologies, jpbosman@sun.ac.za
- Prof Ashraf Kagee, Psychology, Faculty of Arts and Social Sciences, skagee@sun.ac.za
- Ms Jean Farmer, Adviser: Centre for Teaching and Learning, jeanlee@sun.ac.za