**FUND FOR INNOVATION AND RESEARCH INTO LEARNING AND TEACHING (FIRLT)**

**Application form for funding: 19 May or 3 November 2017**

**General information**

Any fulltime permanently-appointed Stellenbosch University lecturer or team of lecturers or Centre staff responsible for supporting teaching and learning may apply. Proposals of no longer than 5 pages as well as the completed cover page including a short description (± 500 words) of the project, should be submitted by**: 19 May or 3 November 2017** **.**

**Proposals (max 5 pages** **comprising a single electronic document**). **Please use the following headings:**

* Motivation/statement of problem and overall aim of project
* Project objective (this can include research questions or purpose of innovation)
* Proposed design of the project: including activities and timelines
* Implementation plan
* Anticipated impact of project on teaching and learning in the context of your Programme/Department/Faculty/Centre and Stellenbosch University
* Dissemination of results, internally and externally
* How the outcome of the project will be sustained
* Budget (indicate costs per line item, quantity and purpose).

**Criteria for the selection of proposals**

* An email in support of the proposal from the Head of Department/Dean/Director
* A clear indication of why the proposed project is considered INNOVATION or RESEARCH
* Relevance and feasibility to investigate the stated problem
* Relationship of proposed solution to stated problem
* Proposals must be theoretically framed and focused on the improvement of learning and teaching
* Sustainability of innovation
* 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 innovation
* Anticipated impact on teaching and learning in department and university
* Dissemination of results
* The innovation or research should directly benefit/influence teaching and learning at Stellenbosch University
* Second-round applications must give background and results wrt previous studies
* Detailed breakdown of costs (please attach quotations where possible e.g. hardware, transcriptions, etc)
* As a guide, hourly rates (please indicate estimated hours x rate) for the following budget items:

Post-graduate assistant: R50 – R70

Replacement lecturer (depending on level of seniority): R250 – R450

Transcribing: R350 - R550 (per recorded hour)

* Applicants should declare whether they have any other sources of funding for the project.

**Ethical approval**

* The recipient is responsible for obtaining the **necessary ethical clearance** before beginning the project.

**Exclusions**

* Post-graduate studies (or parts of Masters or PhD)
* Research which is considered *business-as-usual.*

**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, and a final report at the end of the project
* On completion of the project, return any unspent funding to the FIRLT cost centre
* Present research or innovation at the annual conference on the Scholarship of Teaching and Learning hosted by the Centre for Teaching and Learning each year
* Publish their final report on the FIRLT website
* Provide copies of all publications linked to the project.

**Questions regarding the fund may be directed to any of the following committee members:**

* Dr Cecilia Jacobs, Director: Centre for Teaching and Learning, jacobsc@sun.ac.za
* Dr Faaiz Gierdien, Curriculum Studies, Faculty of Education, faaiz@sun.ac.za
* Mr Len Steenkamp, Economic and Management Sciences, lsteenkamp@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 Nicoline Herman, Deputy Director: Centre for Teaching and Learning, nherman@sun.ac.za
* Dr JP Bosman, Head: Centre for Learning Technologies, jpbosman@sun.ac.za
* Mrs Jean Farmer, Adviser: Centre for Teaching and Learning/Centre for Health Professions Education, jeanlee@sun.ac.za

**All proposals should be e-mailed to**

**finlo@sun.ac.za** **by 19 May or 3 November 2017**

**Submit a single electronic document proposal**

**Name / position / faculty / email addresses of applicants:**

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| 1. **Key applicant**
2. **Co-applicant/s**
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**FIRLT proposal cover page (max 1 page)**

**The cover page must be accompanied by a full proposal of 5 pages.**

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| 1. **Title of proposed project :**
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| 1. **State why this project is either innovation (I) or research (R):**
 | **Indicate I or R** |
| 1. **Short description of project (max 500 words)**
 |
| 1. **Brief breakdown of total budget:**
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| **5 Electronic signature of key applicant: Date:** |
|  **6 Indicate name of Programme Committee Chair/Head of Department/Dean/Director who will email confirmation of**  **approval for project to be undertaken:** |