FUND FOR INNOVATION AND RESEARCH INTO LEARNING AND TEACHING
Guidelines and criteria for application for funding

1. General information

Any appointed SU lecturer or team of lecturers or Centre staff responsible for learning and teaching may submit a project proposal for this funding up to a maximum of R60 000,00. Projects themed Globally Networked Learning may qualify for additional support from SU International.

2. Exclusions

Proposals will not be considered if:

- Any of the investigators on a project have reports pending on previous projects
- Previously funded projects have not been presented at the annual SU Scholarship of Teaching and Learning (SoTL) conference after completion of the project.

3. Criteria for the selection of proposals

- Relevance and feasibility of the proposed project
- Proposals marked *Innovation* must include a brief description of how the project will finally be evaluated
- Proposals marked *Research* must include a theoretical framework, research design and offer findings/results on completion of the project
- Anticipated benefit/influence on learning and teaching and assessment at SU
- An ethical statement must be included in the application. Application for ethics approval should be made to the Teaching and Learning DESC (Departmental Ethics Screening Committee). Funding for successful applications will only be made available once evidence of ethics approval is submitted to finlo@sun.ac.za.
- A detailed activity plan and an aligned budget
- Name and designation of all individuals involved must be provided
- Details of all persons receiving renumeration must be provided
- Projects will be considered to a maximum of two rounds. This remains subject to the availability of funding.

Please note:

- An applicant 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 ethical clearance and/or institutional permission before beginning the project
- Second round applications must have submitted a report, give background and results with respect to prior projects funded
- Requests for equipment must be motivated and include quotations. The fund will cover such requests only if 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. Assets and equipment must be acquired, registered and managed according to standard procedure in the PI's environment.
- Requests for translation services must be motivated and include quotations. The fund will only cover such requests if it is demonstrated as central to enhancing the students' learning and assessment experiences.

4. Finlo does not fund

- Attendance, registration and travel to conferences
- Travel for class visits to other institutions
- Translation services for business as usual
- 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)
- Design of short courses i.e. courses that generate third-stream income
- Work considered to be '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 (see link) serves as a guideline when preparing your report on your Finlo project: http://www.sun.ac.za/english/learning-teaching/ctl/Documents/FIRLTFINLOreportprojecttemplate.pdf
    - On completion of the project, a closing report must be submitted and all unspent funding returned to the Finlo cost centre
    - Publish the final report on the Finlo website
    - Provide copies of all related publications to the Finlo administrator.

6. **Questions regarding Finlo may be directed to the CTL advisor in your faculty:**
    - Advisors' contact details are available here.