## OLT Grants: Expressions of Interest and full proposals

### Expressions of Interest (EOIs)

<table>
<thead>
<tr>
<th>Innovation &amp; Development Grants</th>
<th>Leadership for Excellence in Learning &amp; Teaching Program</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Innovation &amp; Development Grants</strong></td>
<td>Leadership for Excellence in Learning &amp; Teaching Program</td>
</tr>
<tr>
<td>Funding: $4.0 million</td>
<td>Funding: $1.0 million</td>
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<tr>
<td>Funding range: $50,000–$220,000+</td>
<td>Funding range: Funding range: $50,000–$220,000+</td>
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<tr>
<td>Duration: Up to 2 years</td>
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</tbody>
</table>

- 3 pages max, exclusive of application form and attachments
- Priority area
- Budget not required
- Letter(s) of Support not required
- Use 12 point font in Arial or Calibri, and 2.5cm margins

### Directions for Applicants

- EOI should be no more than **three** pages (exclusive of the application form and attachments).
- Expressions of interest should include:
  - The rationale for and aims of the project, particularly in relation to the context and characteristics of the institution(s) involved
  - The approach the project will take

### Full proposals

<table>
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<th>Innovation &amp; Development Grants</th>
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<tbody>
<tr>
<td>Proposal outcomes and rationale</td>
<td>Proposal outcomes and rationale</td>
</tr>
<tr>
<td>Abstract</td>
<td>Abstract (155 words in the online form)</td>
</tr>
<tr>
<td>Keywords</td>
<td>Keywords (20 words in the online form)</td>
</tr>
<tr>
<td>Project Outcomes and Rationale</td>
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</tr>
<tr>
<td>Value and Need for the Project</td>
<td>Value and Need for the Project</td>
</tr>
<tr>
<td>Approach and Dissemination</td>
<td>Approach and Dissemination</td>
</tr>
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Proposals are limited to 10 A4 pages, including references, but exclusive of attachments (refer below).
OLT recommends that margins are not too narrow to allow for printing – use 2.5cm. Excess pages will be removed.
Proposals should demonstrate that they meet the relevant program criteria, address a specific priority (see Part 3), and contain the following information:

- Aims (55 words in the online form)
- Abstract (155 words in the online form)
- Keywords (20 words in the online form)
- Project Outcomes and Rationale
- Value and Need for the Project
- Approach and Dissemination
- Project Management (including processes and structure underpinning the management of the project and how the project team will establish a clear vision, clear goals, financial and staff management and evaluation strategies)
- Evaluation Framework

The acceptance of an EOI is not a guarantee of funding. A full proposal is still required and will be assessed on a competitive basis under the OLT’s usual assessment process.
EOIs are easier to prepare and allow applicants to test an idea. They also allow the OLT to provide earlier feedback to all applicants.
The process of application is two stage:
1. Lodging an EOI in Round 1
2. On invitation, lodging of a full proposal in Round 2.

Projects will be completed in one or more years.

The anticipated deliverables and outcomes of the project

Value/need for project to the sector or a group of institutions.

As with full proposals, applications will consist of two parts:

> the Application Form
> the EOI and associated attachments.

The Application Form is to be completed online directly in the OLT Grants Portal. The EOI, in the form of a Word or PDF document, will form an attachment to the Application Form.

EOIs should include a one page attachment providing concise information on the qualifications and experience of the project leader(s) and key members of the project team.

EOIs must have the endorsement of the PVC/DVC (academic) or equivalent. The name of the endorsing PVC/DVC (academic) or equivalent is required on the Application Form.

Full budgets are not required in EOIs. Please enter 0 in the Amount field if submitting an EOI.

(for collaborative projects) the type of collaboration, the project collaborators and their anticipated contributions

Attachments (maximum three files). Please combine documents.

> a letter of endorsement from the DVC (Academic), or equivalent, of lead and partner institutions is required as an attachment for collaborative projects
> a timeline, budget and budget justification are compulsory (limit four A4 pages in total). The format for the budget is set out below (Guidelines Section 9.9 Budgets, p. 27)
> the qualifications, experience and proposed role in project management of the project leader(s) and project team (limit three A4 pages). The statement on the project leader/s should include a list of all current projects, research and fellowships, including the progress of any OLT-funded activities involving the project leader, and give an estimate of the time that the leader(s) can contribute to the proposed project
> design specifications. Applications which propose technological developments must submit design specifications (limit one A4 page) with the following details:
  > the functionality of the proposed development (including, in the case of website development, a description of the user interface and any user scenario)
  > the sustainability of the development
  > the scalability of the development
  > the technical expertise available to the project team
  > the availability of any required technology or infrastructure.

Applications proposing software development should aim to develop open source software.
**Seed Projects - Full proposals only**

Funding: $1.0 million.

Funding range: To $50,000

Duration: 1 year

- 5 pages max, including references, but exclusive of attachments
- Priority areas from either Innovation and Development or Leadership for Excellence
- Budget: detailed, using template
- Letter(s) of Support
- Use 12 point font in Arial or Calibri, and 2.5cm margins

Applications for Seed Projects are limited to five A4 pages, including references, but exclusive of the attachments mentioned below. OLT recommends that margins are not too narrow to allow for printing – use 2.5cm. Excess pages will be removed. Applications should demonstrate that they meet the relevant program criteria, address a specific priority of the relevant program, and contain the following information:

- Aims (55 words in the online form)
- Abstract (155 words in the online form)
- Keywords (20 words in the online form)
- the rationale for and aims of the project, having regard to the context and characteristics of the institution(s) involved
- the approach the project will take
- the anticipated deliverables and outcomes of the project and why these are important to the sector or a group of institutions.

**Attachments (maximum three files. Please combine documents.)**

- a letter of endorsement from the DVC (Academic) or equivalent of lead institution. The letter must explain how the project fits the institution’s priorities
  - If the application has partner institutions, a letter must be provided from the DVC (Academic) or equivalent of each of the partner institutions
- a timeline, budget and budget justification are compulsory (limit one A4 page each). The format of the budget is set out below in the Guidelines Section 7.8, Budget p. 24.
<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Seed Project applications do not need to include an amount for attendance at OLT events. However, if you wish to attend an OLT project manager’s workshop, you may include $3,000 in your budget for this’</td>
<td>Seed Project teams may choose whether or not to have an external evaluation. the qualifications, experience and proposed role in project management of the project leader(s) and project team (limit one A4 pages)</td>
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