

**VICTEACH GRANT APPLICATION**

The purpose of the grant is to assist university staff in developing innovative and interdisciplinary, community-building, learning and teaching initiatives that meet the stated criteria of the VicTeach Advisory Group. The money should normally be spent by the end of the year. The grants are administered by a sub-group of the VicTeach Advisory Group. Applications for the first round are due by **Friday 22 June 2018**, and applicants will be notified of the committee’s decision in the following week.

***Instructions:***

*Please enter application information in the right column and delete instructions. Please send your completed application to the following email address:* [*victeach@vuw.ac.nz*](mailto:victeach@vuw.ac.nz) *copying in* [*Stuart.Brock@vuw.ac.nz*](mailto:Stuart.Brock@vuw.ac.nz) *and* [*emily.brookes@vuw.ac.nz*](mailto:emily.brookes@vuw.ac.nz)

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| --- | --- |
| 1. Name: |  |
| 2. School/CSU: |  |
| 3. Email: |  |
| 4. Phone: |  |
| 5. Position: |  |
| 6. Project title: |  |
| 7. Proposed commencement date *(including year)*: |  |
| 8. Proposed completion date *(including year)*: | *NB: All money should normally be spent by the end of* ***2018****.*  *All recipients of VicTeach Grants are required to report on how the funds were used by January in the following year. Reports should be sent to the VicTeach Administrator of the committee.* |
| 9. Does the project require the use of human subjects? Yes  No   If ‘Yes’, please notify the VicTeach Administrator once ethics approval has been obtained (your grant will not be activated until this requirement is met). | *It is the responsibility of applicants to gain Human Ethics Committee approval and to ensure that the required ethical standards are maintained. Human Ethics Committee guidelines and application forms can be downloaded from the Research Office website:* [***https://intranet.victoria.ac.nz/research-office/Policy-and-Services/Ethics/apply.html***](https://intranet.victoria.ac.nz/research-office/Policy-and-Services/Ethics/apply.html) |
| 10. Does the project require the use of animal subjects? Yes  No  If ‘Yes’, please attach Animal Ethics approval. | *See above.* |
| 11. Outline the objectives of the project: | *Criteria*  *The VicTeach Grant is a contestable fund. Preference will be given to applications that best meet the following criteria:*  *The VicTeach Review Committee will consider favourably applications for:*   * *Funding relating to one of its pods/hubs* ***(see the attached document for further information)*** * *Funding for seminar speakers for events at VicTeach* * *Conference attendance to present findings on behalf of the VicTeach Community* * *Funding for activities that help strengthen the VicTeach community* * *Funding for activities that will make an impact on Teaching and Learning across the whole University*   *The subcommittee will not consider applications for:*   * *Learning and Teaching initiatives that would otherwise be funded by a Faculty or University Grant, or by a School, or by CAD.* |
| 12. Outline how the project will contribute to or build community either within specific VicTeach pods or across the broader VicTeach or University community. |  |
| 13. Itemise the timetable for the project (include relevant milestones). |  |
| 14. Itemise the budget for the project. | *NB: All money must be spent by the end of the year.* Teaching development/research grants should not exceed $4,000. Grants to support conference participation must not exceed $3,000 (international conference)/$2,000 (domestic conference) |
| 15. Total funding requested. |  |
| 16. Other Information. (If you have included any attachments, please indicate this here). |  |
| 17. Have you asked your Head of School/Manager to evaluate the proposal and give you feedback?  Yes  No | *If ‘No’, please seek that feedback before submitting the form.*  *Either way, please also ask your Head of School/Manager to email Stuart Brock (*[*Stuart.Brock@vuw.ac.nz*](mailto:Stuart.Brock@vuw.ac.nz)*) to indicate her/his level of support for the project and any concerns.* |

**Financial Information**

Responsibility for operating within the amount granted lies with the grant holder. Payments will be limited to the amount granted. Payments must be made on a PCard and comply with all University Policies.

Victoria Purchase-Card transactions pertaining to your grant need to be coded at least one month before your grant closes. You will need to ask the PCard administrator to set up the budget centre and the project code for your grant against your card before you can code purchases to your grant

All *original receipts* should be kept in order to claim reimbursement. Printouts of internet transactions or photocopies of credit card statements are not acceptable.

**Research Assistants**

Applicants should provide as much detail as possible about the duties to be undertaken by Research Assistants and the time that those duties are expected to take. Insufficient detail may delay consideration or approval of the application.

Current rates of pay for Research Assistants:

Research assistants should be paid according to the General Terms and Conditions of Employment for Research Assistants and Research Fellows. The rate will depend on the type of work to be undertaken (this must be outlined in the grant application form), and the qualifications and experience of the RA. Staff applying for grants should opt for an hourly rate within this range and calculate the number of hours required. Matching the complexity of the tasks, with qualifications, skill level and experience will help you arrive at the appropriate rate.

For further information, see the Collective salary details for research staff, available as a pdf at <https://www.victoria.ac.nz/staff/human-resources/pay/salaries-hourly-rates>.

A higher rate can be paid if qualifications, experience or other factors warrant it and the budget is available to pay it. Note: for the purposes of determining pay rates, a graduate is someone who has passed all of the requirements for their degree (it does not require conferment of the degree).

NB: By law 8% must be added to the wages paid to research assistants, in lieu of holiday pay. This is paid at the end of their term of appointment; therefore applicants must include this in the total. The ACC levy must also be added to the total, and it may be necessary to make provision for Kiwisaver contributions. In order to make proper provision for these extra costs, we recommend you calculate the base wages for the RA (hourly rate x number of hours) and add 10%.