

TEG LEARNING IMPROVEMENT PROJECTS (LIP) FY 2023
CALL FOR PROPOSALS

I PURPOSE

The TEG provides monetary support for scholarly projects that investigate and aim to improve instructional, pedagogical, curriculum, and assessment practices so as to advance students' understanding. The grant is intended to promote a reflective approach to university teaching and student learning. It is further expected that the results from these projects will be made public in appropriate ways so as to improve institutional practice.

The TEG will support the following types of projects:

Type	Category	Project Period	Maximum Grant amount per project
Learning Improvement Projects (LIP)	<u>Short-term</u> projects and activities that have potential to enhance teaching and learning	1-year / 1.5 years [†] (Aug 2023–Jul/Dec 2024)	\$10,000 / \$15,000 [†]
	<u>Long-term</u> projects that will significantly enhance teaching and learning, such as more extensive programme reviews or longitudinal projects that track students' learning over time	2–3 years / 3.5 years [†] (Aug 2023–Jul/Dec 2025/2026)	\$25,000 / \$30,000 [†]

[†] Projects that include a travel grant can attract an additional \$5,000 in funding and can be extended for 6 months.

II ELIGIBILITY

Application is open to all faculty teaching members of NUS, working either individually or in small groups, whether inter-department or inter-faculty.

III THEME**a. Interdisciplinary Education (IE)**

NUS started spearheading integrative, interdisciplinary education since Aug 2021. The emphasis on interdisciplinary studies is one of the keys to NUS' mission of shaping the future of education as a world-class university and it involves changing the way academic teachers approach and deliver education, and transforming mindsets to adapt to the needs of the changing world. This thematic focus encourages the exploration and deliberation on teaching and learning practices related to interdisciplinary education.

Interested applicants are strongly encouraged to work with CDTL Academic Developers to formulate a proposal based on this theme. Applicants can email to cdttyy@nus.edu.sg to express interest.

b. Open Category

Proposals that do not address the theme of Interdisciplinary Education (IE) can be submitted under this category.

IV SELECTION CRITERIA

- a. TEG proposals should *identify* a problem relating to actual teaching and learning practice, propose a specific *course of action* for addressing this problem, and formulate a plan for *evaluating* the project. In other words, proposals should be written in a way that is similar to proposals involving any other research. They should (i) be problem based and hypothesis driven, (ii) build on prior, related research relevant to the topic, (iii) be oriented to educational practice, and (iv) have a clear and rigorous plan to collect and analyse, whether quantitatively, qualitatively, or through a mixed-methods approach, direct evidence of the impact of the project on student learning using actual work done by students (where appropriate). While surveys of how students felt about the intervention can provide useful evidence, it will remain at most indirect. *Given how important an evaluation plan is, and the specialized nature of such evaluation, investigators are strongly*

encouraged to consult with CDTL academic developers prior to proposal submission in order to formulate a plan (see below, Section VI, a).

- b. Relevant and adequate literature review must be included in the proposal, both to help provide a rationale for the study and a theoretical framework for the proposed project to ensure that it contributes to or advances teaching and learning in higher education. Proposals that do not properly situate the project by means of a literature review and a theoretical framework will not be considered.
- c. The educational outcomes of the proposals should go beyond surveying students' perceptions or satisfaction levels. Evaluation methods that measure higher-order student learning evidenced in terms of improved skills levels/understanding/application are preferred.
- d. Proposals that do not display rigour in terms of conceptualization, planning and collection of evidence will not be considered. Proposals that focus only on technology, whether hardware or software, and only pay limited attention to pedagogy will not be sufficient.
- e. The following criteria will be considered in the evaluation and selection of proposals:

Criteria	Description
Research Problem (20%)	<ul style="list-style-type: none"> • Identification of the learning problem/challenge situated in the learning environment • Quality and clear articulation of the research question
Literature Review (20%)	<ul style="list-style-type: none"> • Review of the current literature associated with this problem • Connection with theory (where appropriate) •
Method (20%)	<ul style="list-style-type: none"> • Appropriate and well-thought out methodology/approach • Discussion of the type of evidence that will be collected to measure real learning enhancement in students' skills, attitudes, and/or behaviours • Discussion of any existing local data and how it influences the evaluation method adopted (where appropriate)
Significance (40%)	<ul style="list-style-type: none"> • Discussion on how the project will change/influence teaching practice and/or student learning

Budget is not a criterion for deciding the quality of the proposal. However, PIs should submit an appropriate budget plan that will be effective in maximizing the benefits/outcomes of the project.

- f. Where necessary, applicants' clarifications on their proposals may be sought through emails and/or chat sessions.

V USE OF THE GRANT

- a. Funds awarded for *Learning Improvement Projects* can be used for the following:
 - Engaging part-time manpower (such as student research assistants to assist in compilation of data and analysis, etc.);
Details on NUS Student Work Scheme (NSWS) for NUS Undergraduate & Graduate Students can be found [here](#) [Please use the recommended hourly rates]
 - Financial assistance for conference travel presentation of project at an Education Conference (subject to existing University guidelines on [Academic Staff Conferences](#)).
 - Materials to build prototypes/models
 - Purchase of teaching equipment and software required for the project/activity. Applicants should be able to produce quotations when called upon to back up the cost of these budgeted items
[Note: the ownership of the equipment purchased using TEG funding may stay with CDTL after completion of the project so that these assets can be channeled to other research projects/activities]

- b. The following items will not be supported for funding:
- Consumables such as stationery, ink cartridges printing/photocopying of teaching materials, reference books, etc.
 - Equipment that is available in the department, such as personal computers, laptops, printers, video cameras, mobile phones, hard disks, USB flash drives, etc.
 - Publication costs
 - Costs for organizing symposium workshops
 - Costs for training of staff or engaging professional expertise to train staff
 - Development of teaching materials/textbooks linked to a specific module or a set of modules that do not have a strong pedagogical component
 - Costs for secretariat support
 - Field trips for students
- c. It is possible that partial TEG funding will be provided for selected projects/activities and support from departmental or other sources of funding may be required.

VI SUBMISSION OF PROPOSALS

- a. [Pre-submission] For the purpose of assisting applicants in formulating their proposals, in particular evaluation plans, applicants may schedule a consultation with CDTL academic developers (point-of-contact: Ms Doreen Thia at cdtty@nus.edu.sg) to review their preliminary/draft proposal.
- b. Proposals are to be prepared using the prescribed forms available [here](#). All proposals are to be submitted to CDTL at [link](#) by the closing date, **27 Mar 2023 (Mon)**:

VII TIMELINE

6 Feb 2023 (Mon)	Call for Proposals
27 Mar 2023 (Mon)	Deadline for submission of proposals
Apr 2023	Review of proposals by TEG Review Panel
May–Jun 2023	Chat sessions with shortlisted applicants, for clarifications and refinements to proposal Notification of outcome of proposals Acceptance of grant by successful applicants
Jul–Aug 2023	Application to LACE-DERC by successful applicants/principal investigators (PI) Notification of LACE-DERC approval Creation of project funding WBS Release of awarded TEG funds to project WBS under PI
Sep–Oct 2023	Project commencement

VIII INSTITUTIONAL REVIEW

- a. All TEG education research that qualifies for exemption from Full IRB Review, must be reviewed by the Learning & Analytics Committee (LACE), a Department Ethics Review Committee (DERC) set up by CDTL & ALSET (<http://nus.edu.sg/research/irb/derc>). This applies to social, behavioural and educational research (SBER) that is of minimal risk, but excludes any biomedical research (HBR) that falls within section 3 of the Human Biomedical Research Act (HBRA). Where it is inappropriate for LACE-DERC review, submissions will be made to NUS-IRB.
- b. PIs may refer to the NUS-IRB guidelines at <http://www.nus.edu.sg/irb/guidelines.html> or contact IRB at irb@nus.edu.sg; for clarification.
Other useful links:
- General NUS Data Management Policy:
<https://nusit.nus.edu.sg/category/its/policies/nus-data-management-policy/>

- NUS Research Data Management Policy:
<https://nus.edu.sg/research/rcio/research-data-management>
- c. PIs should take note that the LACE-DERC/NUS-IRB does not conduct retrospective reviews on research/studies that have commenced or have already been completed. Not obtaining LACE-DERC/NUS-IRB approval for the research/study means that the papers arising from the study/research may not be accepted for publication in a journal or presentation at an international conference.
- d. PIs should submit their LACE-DERC/IRB application immediately upon notification of award of grant and respond to queries from LACE-DERC/IRB without delay. The LACE-DERC/IRB approval documents for their proposal must be submitted to CDTL before awarded TEG funds will be released to the PIs to commence the project. *The TEG funds awarded for their proposal will lapse if the LACE-DERC/IRB approval documents are not submitted to CDTL by **2 Oct 2023**.*
- e. Where applicable, the PI is responsible to seek regulatory approvals from relevant authorities for the research project, before proceeding with the project.

IX POST AWARD

- a. The awarded funds will be provided in a project WBS to be drawn by the PI for the research project. PIs should note that all funds awarded must be utilized in accordance with existing NUS financial guidelines and any grant approval guidelines determined by the TEG Review Panel.
- b. The grant validity period will be 1 year (or 1.5 years if include presentation at education conference) for short-term projects and 2–3 years (or 3.5 years) for long-term projects. The grant will no longer be valid after the completion date of the project.
- c. The PI should make every effort to execute the project in accordance with the accepted proposal and to complete it by the project completion date. The PI is required to submit request for any project variation such as budget virement, project extension, changes to project scope, change in PI or co-PI, etc. to CDTL. Such requests should be supported with justifications and accompanied by evidence of satisfactory progress. Requests to increase the research grant will not be considered. The total period for grant extension shall be capped at 6 months, unless there are compelling reasons to extend for a longer period.
- d. Regular meetings (6-monthly) may be held during the course of the project to discuss project progress and issues, if necessary.
- e. If the PI is unable to continue with the project (e.g. PI's employment contract is expired), the PI may submit a request to CDTL to allow the Co-PI to take over the project. In the event that there is no suitable person to take over the project or the change of PI is not approved or it is no longer possible to proceed with the project, CDTL reserves the right to terminate the funding for the project.

X DELIVERABLES

- a. PIs of completed projects will be required to share the educational outcomes of the project (*article/infographic/video*) with colleagues through CDTL [Teaching Connections](#) and/or talks/workshops and internal publications. Where appropriate, PIs are encouraged to publish their research in *AJSOTL* ([Asian Journal of the Scholarship of Teaching and Learning](#)) or other international journals.
- b. PIs will also submit their project Statement of Account within 1 month after the project completion date. Any unutilized balance funds from the grant will be returned to the University WBS E-000-00-0005-02.