# 2025 Application for CAULLT Project Funding

## Information for Applicants

### Types of projects

CAULLT funds projects which focus on professional learning in universities and align with CAULLT’s Strategic Areas of Activity. For details about CAULLT’s mission, vision and strategic goals, please refer to the [CAULLT Strategic Areas of Activity](https://www.caullt.edu.au/missions-and-aims/) webpage.

Project outcomes must be directly relevant to the majority of CAULLT members. CAULLT may, from time-to-time, announce focus areas for upcoming projects.

Applications including multi-institutional project teams are prioritised. For a list of CAULLT member universities please see the [Member universities and their nominees webpage](https://www.caullt.edu.au/member-universities-and-their-nominees/). If your application does not include team members from other universities, please explain in which way project outcomes are applicable to the wider sector.

Projects should normally be completed within 12 months of the award of project funds. Extensions must be requested formally using the [Request for Extension / Change of Scope for CAULLT Grant](https://www.caullt.edu.au/wp-content/uploads/2024/03/extension-request-template-.docx) template.

### Eligibility

CAULLT project grants are open to CAULLT nominees and staff members from CAULLT member universities. Any project leads who are not a CAULLT nominee must be endorsement by a nominee from their university.

Project team members from organisations which are not members of CAULLT can only be included after consultation with CAULLT prior to submitting this application. Please contact CAULLT via secretariat@caullt.edu.au and detail:

* The specific expertise the team member brings to the proposed project;
* Why this expertise cannot be sourced from CAULLT member universities.

### Project funding

CAULLT funds grants up to $10,000 AUD plus GST. All applications must include an itemised budget.

Project grants may be used to fund some combination of scholarship, review, resource creation, professional learning, or recommendations.

Grant funding may be used for:

* Salaries (e.g., project or research assistant, student as partner);
* Travel and accommodation for project members or project partners (e.g., data collection, project meeting, bringing in expertise);
* Operating expenses e.g. administration, communication, printing or dissemination costs;
* Catering.

Grant funds may NOT be used for:

* Purchasing equipment or technology;
* Conference travel or registration;
* Honoraria / Incentives

### Application process

All proposals for CAULLT project funding must be submitted using this form by **6 pm AEST on Tuesday, 22 April 2025**. Please check the time if you live in a different time zone. Late applications will not be considered.

CAULLT will confirm receipt of your application in writing. If you do not receive a confirmation email within 1 week of submitting your application, please contact secretariat@caullt.edu.au

Project applications must use 12 pt font and must not exceed four (4) pages; attachments will not be accepted.

All applications will be discussed and ranked by members of the CAULLT Executive Committee. Shortlisted applicants may be asked to amend their application in line with feedback from the Executive Committee.

All applicants will be informed of the outcome of their application in writing.

Successful applicants will be asked to sign a funding agreement before funds are transferred into a nominated university account.

A progress report is due 6 months after funds have been transferred and must be submitted on the [CAULLT Grant Progress Report](https://www.caullt.edu.au/wp-content/uploads/2024/03/CAULLT-grant-progress-report-template-1.docx) template.

The project is expected to be completed 12 months after funds have been transferred. Extensions must be requested formally using the [Request for Extension / Change of Scope for CAULLT Grant](https://www.caullt.edu.au/wp-content/uploads/2024/03/extension-request-template-.docx) template. If an extension has been granted, the Executive Committee may request additional progress reports.

A final report is due 3 months after the completion date and must be submitted on the [CAULLT Grant Final Report](https://www.caullt.edu.au/wp-content/uploads/2024/03/CAULLT-final-grant-report-template-1.docx) template.

Grant recipients are expected to disseminate their project findings and resources through a CAULLT webinar and on the [CAULLT Project Resources](https://www.caullt.edu.au/grants-and-projects/resources/caullt-project-resources/) webpage. Publications in reputable journals are encouraged.

### Acknowledgement and dissemination

All grant outcomes, e.g. resources or publications, must include the following acknowledgement:

This work was supported by a [year] CAULLT Project grant. The views expressed in this publication do not necessarily reflect the views of the [Council of Australasian University Leaders in Learning and Teaching (CAULLT)](https://www.caullt.edu.au/).

*Delete these pages before submitting your application.*

# 2025 Proposal for Project Funding

## Project summary

### Working title of the project

### Amount of funding sought

### Project abstract

Summarise the project in max. 100 words. If your application is successful, this summary will be used on the CAULLT website

## Rationale

### Value and need for the project

### Alignment with CAULLT’s Strategic Areas of Activity

### Benefit to CAULLT and its members

## Project approach

### Methodology

### Timeline

### Success or impact indicators

### Outcomes and deliverables

## Project team

### Project lead

|  |  |  |
| --- | --- | --- |
| Name | Affiliation | CAULLT nominee (yes / no) |
|  |  |  |

Is the project leader a CAULLT nominee? Yes ☐ No ☐

If no, your application requires endorsement by one of [your university’s nominees](https://www.caullt.edu.au/member-universities-and-their-nominees/) to indicate their in-principle support for the project sent via their university email.

### Team members and their roles

|  |  |  |  |
| --- | --- | --- | --- |
| Team member | Role | Affiliation | CAULLT nominee (yes / no) |
|  |  |  |  |

## Itemised proposed budget

## References

## Checklist

Before submitting your application, please complete the check list below:

☐ I have used 12 pt font

☐ My application does not exceed 4 pages (excluding the information pages at the beginning of this document.

☐ I have supplied endorsements from a CAULLT nominees if the project lead is not a CAULLT nominee.

☐ I have obtained and included written approval from the CAULLT Executive Committee for project team members from organisations which are not members of CAULLT.

**Please submit this application via email to** **secretariat@caullt.edu.au**