Higher Education Strategy – Collaboration and Innovation Fund – Application

Please submit completed applications via email to the Higher Education Unit by **6PM AEST 19 April 2022** at [higher.education@det.nsw.edu.au](mailto:higher.education@det.nsw.edu.au).

Please include all necessary attachments with your email and clearly state ‘**Collaboration and Innovation Fund Application**’ in the subject line.

Please do not handwrite your application.

If you have any questions about the Collaboration and Innovation Fund or the application process please contact Josh Brown, R/Leader, Strategic Projects and Programs on (02) 7814 1815 or via [higher.education@det.nsw.edu.au](mailto:higher.education@det.nsw.edu.au).

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| **1.** **Project title** |
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| **1.1 Eligibility questions** |
| Have you read the *Guidelines for Applicants* and *Funding Deed*? (Y / N) |
| Is the Project Lead employed at a NSW university that is a member of the NSW Vice Chancellors’ Committee? (Y / N) |
| Is the proposed project a capital project? (Y / N)  **Please note:** Capital projects are excluded from accessing this Fund. |
| Does the proposed project involve research? (Y / N) (If No, go to 1.2)  **Please note:** Pure research projects will not be considered; however, proposals may have a research element. |
| Does any proposed research project have ethics approval, or is it likely to receive ethics approval, from the relevant ethics committee at the Project Lead’s university? (Y / N)  **Please note:** If a research project does not secure required ethics approval, the proposed research project will not be funded. |
| Does any proposed research involve schools? Y / N (If No, go to 1.2)  If Yes: I am aware that a condition of funding is a successful application to the NSW State Research Applications Process (SERAP) team in NSW Education.  **Please note**: If a SERAP application for research involving schools is unsuccessful, the proposed project will not be funded. |

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| **1.2 Project summary**  (Please provide a brief synopsis including description, rationale and key objectives – approximately 300-400 words. Further detail is requested below.) |
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| **1.3 Anticipated outputs and outcomes**  (Please list the anticipated outputs of your project.) |
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| What do you expect the short, medium and long-term outcomes of your project will be? |

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| **1.4 Impact and engagement**  (Please include an explanation of how your project will support innovation and collaboration between the NSW higher education sector and the NSW Government.) |
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| **1.5 Total funding requested** | | **Total project cost** |
| $ | | $ |
| **Please note:** Individual projects may request up to $200,000. Collaborative projects with multiple partners may request up to $500,000 | | |
| **1.6 Administering University** | | |
| University name |  | |
| Contact person |  | |
| Title |  | |
| Position |  | |
| Postal address |  | |
| Telephone number |  | |
| Email |  | |
| **Partner Organisation** (If required, copy and paste this table for additional partner organisations) | | |
| Organisation name |  | |
| Contact person |  | |
| Title |  | |
| Position |  | |
| Postal address |  | |
| Telephone number |  | |
| Email |  | |

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| **1.7 Project Team** | | | | | |
| **Project Lead** | | | | | |
| First name | |  | | | |
| Surname | |  | | | |
| Title | |  | | | |
| Position | |  | | | |
| Postal address | |  | | | |
| Phone number | |  | | | |
| Email address | |  | | | |
| Time commitment to project (FTE) | |  | | | |
| **Project team** | | | | | |
| Name | Current Organisation | | Contact email | Contact Phone | Time Commitment (FTE) |
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| **2. Selection criteria**  Please indicate below how your project addresses the selection criteria. |
| **2.1 Outcomes focused (around 500 words)** |
| * The project aligns to the Higher Education Strategy’s outcomes and specifically supports priorities and outcomes in the Education Cluster. * All projects must have a student-centred approach, considering the impact on student outcomes. |
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| **2.2 Project quality and innovation (around 300 words)** |
| * The project is anchored in a strong evidence-base and/ or focuses on innovation. |
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| **2.3 Collaboration (around 150 words)** |
| * The project demonstrates a collaborative approach, with major government, tertiary, industry and/or non-government partners. |
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| **2.4 Executive endorsement (around 100 words)** |
| * The project is considered a priority, demonstrated through executive sponsorship, for example Vice-Chancellors or Deputy Vice Chancellors within a university. |
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| **2.5 Financial sustainability (around 150 words)** |
| * The project can demonstrate its financial sustainability, or supports the sustainability of, the higher education sector more broadly. |
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| **3. Departmental support**  Please describe any support you will require from the department (for example, if you plan to undertake research in schools, or if you need access to departmental data), and any steps you have taken to secure that support. | | | |
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| **4. Project budget for NSW funding** | | | |
| Please outline the proposed budget for your project below. (Insert ‘0’ if zero and additional lines where necessary) | | | |
| Please include a brief justification of the project budget (no more than 600 words) | | | |
| **4.1 Project income (exclusive of GST)** | **CASH** | | **IN-KIND** |
| **Cash income** | | | |
| Collaboration and Innovation funding requested FY2021/22 | | $ | N/A |
| Administering university total contribution (if applicable) | | $ |
| Partner organisation total contribution (if applicable) | | $ |
| Total cash income | | $ |
| **In-kind support** | | | |
| Administering university in-kind support (estimate of $ value) | | N/A | $ |
| Partner organisation in-kind support (estimate of $ value of in-kind support if applicable) | | $ |
| Total in-kind support | | $ |
| **Total project income** | | **$** | |

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| **4.2 Project expenditure** | **CASH** | **IN-KIND** |
| **Labour costs related to this project** | | |
| Project Lead commitment (applicant, expressed as FTE in-kind) | N/A | $ |
| Team member 1 (name, FTE) | $ | $ |
| Additional project labour costs (total FTE) | $ | $ |
| Total salary and labour costs | $ | $ |
| **Other costs directly related to the project** | | |
| Project consumables (insert additional lines as necessary) | $ | $ |
| Equipment (either through purchase or in-kind access to equipment, facilities, or infrastructure necessary for the execution of the project) | $ | $ |
| (Insert additional lines as necessary for other project-related costs) | $ | $ |
| Total other costs directly related to the project | $ | $ |
| **Total project expenditure** | $ | |

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| **5. Project timeline** | | | | | | | | | | | | | |
| Project start date: | | | | | |  | | | | | | | |
| Project end date: | | | | | |  | | | | | | | |
| Total project time: | | | | | |  | | | | | | | |
| Please provide an overview of **key activities** below. (Mark (x) or colour the relevant box to illustrate the duration of individual tasks). | | | | | | | | | | | | | |
|  | **Year 1** | | | | **Year 2** | | | | | **Year 3** | | | |
| **Activity** | **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** |
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| **Note:** Please copy and paste this table if the project extends beyond 3 years (project maximum is 4 years). | | | | | | | | | | | | | |

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| **6. Letters of support and evidence** |
| Please attach the following documents to your application: |
| 6.1 A signed letter of endorsement from the administering organisation confirming:   * The Project Lead is currently employed by the university * The university supports the proposed project application (all applicants) * Funding levels of cash contributions and levels of in-kind contributions to the proposed project (if applicable) * Where projects involve research, that ethics approval is likely to be or already has been granted. |
| 6.2 A signed letter of support from any partner organisations clearly indicating the following:   * Levels of cash contributions to the proposed project (if applicable) * Levels of in-kind contributions to the proposed project (if applicable) |

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| **7. Signature and endorsement**  This application must be signed by the Project Lead and endorsed by an appropriate representative from the lead university’s legal department and senior university representative (e.g. Deputy Vice-Chancellor, Vice-Chancellor) |
| **Project Lead**  Name:  Position:  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: |
| **University Legal Department Representative**  Name:  Position:  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: |
| **Endorsed by**  Name:  Position:  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: |