



## 2024 Phase 2 Grants Application and Endorsement Process

Important: Please read carefully



1

### Planning

Project teams visit the Grants [webpage](#) for information on Phase 2 Strategic Learning and Teaching Grants.

2

### Application

The project team lodges its application via the [online Application Coversheet](#).

Upon submission, an automated “Application Received” email from CLT Automation will be sent to the person who submits the coversheet.

3

### Endorsement

The endorsement process has been automated for the 2024 Phase 2 Grants. It is completed in the three (3) stages outlined below.

#### Stage 1: Project Lead Endorsement

Once an application is submitted, all Project Lead(s) will receive ONE email from Microsoft Power Automate (MPA) with an endorsement request and the proposed project application attached as a PDF.

**Note:** the same endorsement request from MPA will also be received via Teams. This request can be endorsed *either via email or Teams*.

- When endorsing via **email**, after clicking “Endorse”, click the “Submit” button to complete the process. Comments are not compulsory.
- The **Teams** request has an additional “Reassign” button to assign the endorsement request to another staff member. Project Lead(s) **cannot** reassign their project endorsement. All Project Lead(s) **must** formally endorse their project application to initiate the automated College-level endorsement process (Stage 2).

Screenshots are provided in Stage 2: College-level endorsement.

If a Project Lead accidentally rejects a project, **contact the Centre for Learning and Teaching (CLT)** at [clt@anu.edu.au](mailto:clt@anu.edu.au). You will not be required to complete the application coversheet more than once in this case.



It is the responsibility of the Project Lead(s) to advise their College-level endorsers, e.g. Head of School, Associate Director (Education) or Division equivalent, that they will be receiving an endorsement request and share this guide with them.

## Stage 2: College-Level Endorsement

College-level endorsement only commences when **all** Project Lead(s) have endorsed their proposed project.

College-level endorsers will receive ONE email from Microsoft Power Automate (MPA) with an endorsement request and the proposed project application attached as a PDF.

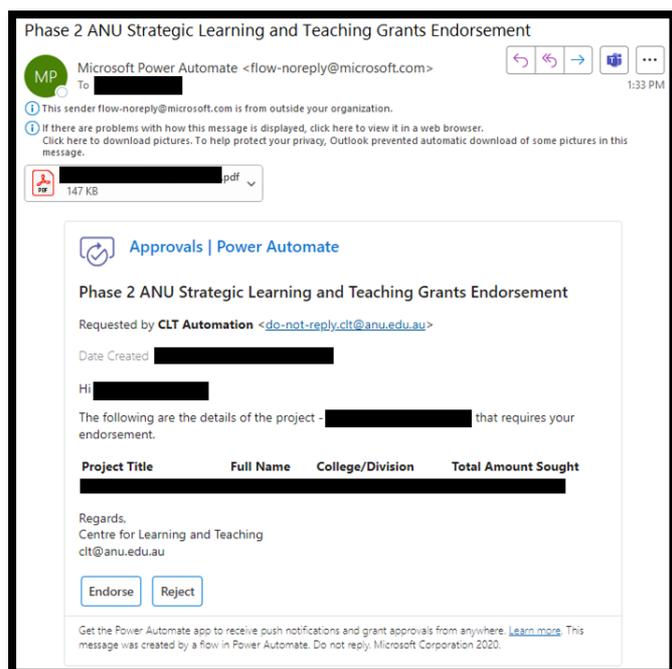
**Note:** The same endorsement request from MPA will also be sent via Teams. This request can be endorsed *either via email or Teams*.

- When endorsing via **email**, after clicking “Endorse”, click the “Submit” button to complete the process.
- The **Teams** request has an additional “Reassign” button to assign the endorsement request to another staff member. College-level endorsers have the authority to endorse, reject, or reassign endorsement. A comment should be entered upon rejection of a project proposal.

If multiple Project Lead(s) in one project are from the same College or Division, College-level endorsement needs be completed for each individual Project Lead.

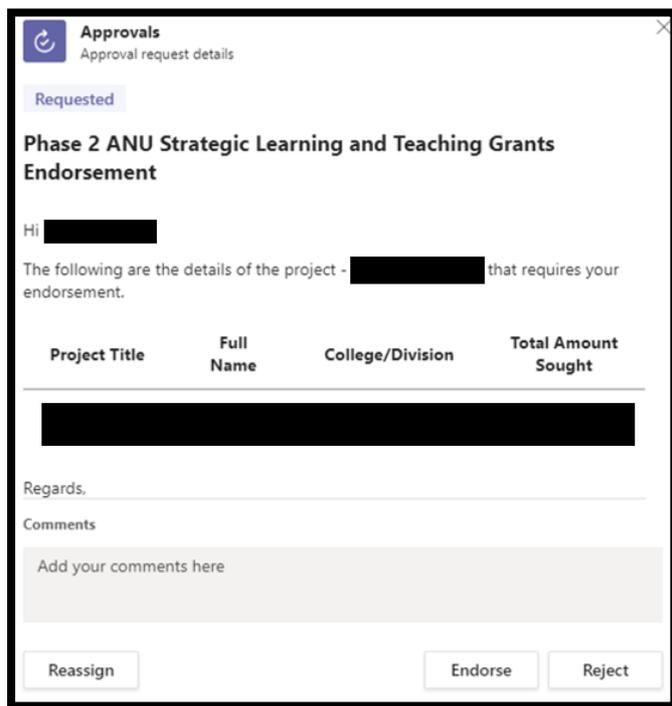
If a College-level endorser accidentally rejects a project, please contact the CLT at [clt@anu.edu.au](mailto:clt@anu.edu.au). The project team is not required to complete the application coversheet more than once in this case.

### Microsoft Power Automate Email Endorsement Request:





**Endorsement request via Teams:**



**Stage 3: Final Endorsement Status**

Notification of final endorsement status is sent to all Project Lead(s) via an email from CLT Automation. The email will state “Successfully endorsed” or “Endorsement rejected”.

If further information or clarification is required surrounding the proposed project after successful endorsement, the Grants support team will contact the Project Lead(s) via email.



**Assessment**

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Assessment commences on the application closing date. Project Lead(s) will be notified of their outcome once this process is completed for all applicants.