ANU Strategic Learning and Teaching Grants

<Project title>

**Project Mid-term Progress Report**

< Tier X, Phase 1, 2023>

<Report Date>

<Team lead(s)>

<Team member(s)>

<Department/School/Centre>

<College/Division>

# Section 1: Review

Responses in Sections 1-3 below should be limited to a maximum of 4 pages. Further appendices may be attached if you would like the opportunity to share progress or outcomes to-date.

## Project summary

Please include a copy of the 200-250 word summary of the goals of the project and its expected benefits as per your original application here.

## Activities, outcomes, and deliverables

### Outline the progress that has been made towards project deliverables, including what activities have been undertaken and any observable outcomes of the work thus far.

### How has your team connected to the Grants Network including but not limited to collaboration with other project teams, attending events and engaging with the online Teams community?

## Progression

In terms of the planned activities, deliverables, and outcomes, roughly how far has the grant progressed? Describe, then complete the indicator below.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| % | 10 | 20 | 30 | 40 | 50 | 60 | 70 | 80 | 90 | 100 |
|  |  |  |  |  |  |  |  |  |  |  |

## Lessons learnt so far

Includes: what worked, what didn’t work, and what you’d change.

## Challenges

Includes: challenges with respect to outcomes, timeline, budget, workload, scope, deliverables, approach, and the unexpected. How have you addressed these challenges?

## Impact and dissemination

Includes: what impact has there been so far from this project for students, staff, or the broader University? How have you shared your learnings or project outputs with the Grants Network and broader ANU community? What further plans do you have to enhance impact and dissemination?

## What next?

Focus on your deliverables for the second half of the project; include plan for achieving remaining deliverables including incorporating lessons learnt and any potential challenges.

### If you wish to propose any revisions to the outcomes of your grant, please indicate this below. Any proposed revisions must be described in the appendix, supported, and signed by the relevant Head of School/Centre and College Associate Dean (Education).

I do not wish to propose any revisions

I am proposing revisions to the grant outcomes and the application is completed and signed

# Section 2: Acquittal of funds

Provide details of all expenditure associated with the grant funds. Expenditure should be reported in whole dollars, exclusive of GST.

Commentary on variance from the approved budget, and details of any proposed revisions to the budget should be included in your response to Item 1.5 (Challenges) above.

|  |  |  |  |
| --- | --- | --- | --- |
| Budget Item | Approved budget | Expenditure | Balance |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total Budget (Exc. GST) |  |  |  |

Add extra rows to the table as required.

At the conclusion of the grant, unspent funds are to be returned to the Centre for Learning and Teaching (CLT) to be used in future grants rounds.

# Section 3: Certification of Report

For projects with more than one team lead, please make sure each team lead signs the report and requests the endorsement from the Head of School/Centre and Associate Dean (Education) of the team lead’s College.

|  |  |  |
| --- | --- | --- |
| **Certification by Grant Recipient** | | |
| I certify that this report is an accurate representation of my ANU Strategic Learning and Teaching Grant. | | |
| Name |  | Date |
| Signature |  |  |
| **Certification by Head of School/Centre** | | |
| I acknowledge submission of this report. | | |
| Name |  | Date |
| Signature |  |  |
| **Certification by College Associate Dean (Education),** or Division equivalent | | |
| I acknowledge submission of this report. | | |
| Name |  | Date |
| Signature |  |  |

|  |  |  |
| --- | --- | --- |
| **Certification by Grant Recipient (complete this table if this project has a second team lead)** | | |
| I certify that this report is an accurate representation of my ANU Strategic Learning and Teaching Grant. | | |
| Name |  | Date |
| Signature |  |  |
| **Certification by Head of School/Centre** | | |
| I acknowledge submission of this report. | | |
| Name |  | Date |
| Signature |  |  |
| **Certification by College Associate Dean (Education),** or Division equivalent | | |
| I acknowledge submission of this report. | | |
| Name |  | Date |
| Signature |  |  |

Please upload this report using this [submission form](https://forms.office.com/Pages/ResponsePage.aspx?id=XHJ941yrJEaa5fBTPkhkN_nQvhYWEf5ItG3hBSRbsk9UN0ZaM1U4OUhER1NTWjRNUjI0OUxYQUVXTCQlQCN0PWcu).

# Appendix: Application for Proposed Revisions

Describe any proposed changes to approved Grant outcomes below, including rationale. Ensure the application is signed by the relevant delegates below. For projects with more than one team lead, please make sure each team lead signs the application and requests the signature from the Head of School/Centre and Associate Dean (Education) of the team lead’s College.

Proposals will be considered by the Pro-Vice Chancellor (Learning and Teaching) and representatives from the original Grant Selection Committee. You will receive formal email notification of the outcome within 2 weeks.

|  |  |  |
| --- | --- | --- |
| **Grant Recipient** | | |
| Name |  | Date |
| Signature |  |  |
| **Head of School/Centre** | | |
| I support the proposed revisions to the Grant outcomes. | | |
| Name |  | Date |
| Signature |  |  |
| **College Associate Dean (Education),** or Division equivalent | | |
| I support the proposed revisions to the Grant outcomes. | | |
| Name |  | Date |
| Signature |  |  |

|  |  |  |
| --- | --- | --- |
| **Grant Recipient (complete this table if this project has a second team lead)** | | |
| Name |  | Date |
| Signature |  |  |
| **Head of School/Centre** | | |
| I support the proposed revisions to the Grant outcomes. | | |
| Name |  | Date |
| Signature |  |  |
| **College Associate Dean (Education),** or Division equivalent | | |
| I support the proposed revisions to the Grant outcomes. | | |
| Name |  | Date |
| Signature |  |  |

Please attach this application to your report and upload them as one document using this [submission form](https://forms.office.com/Pages/ResponsePage.aspx?id=XHJ941yrJEaa5fBTPkhkN_nQvhYWEf5ItG3hBSRbsk9UN0ZaM1U4OUhER1NTWjRNUjI0OUxYQUVXTCQlQCN0PWcu).