# D2L/ASCILITE Grants Report Template

## Reporting information for grant recipients

Grant recipients need to complete this *Grant Report Template* and submit it to the ASCILITE Secretariat by the due date (within one year of the award of the grant).

* The projects should normally be completed within twelve (12) months of the award of project funds but can be extended under special circumstances for an additional six (6) months only with written approval from the ASCILITE Secretariat.
* A project report completed on this *D2L/ASCILITE Grant Report Template* should be submitted to the ASCILITE Secretariat within two months of the conclusion of the project. The report will be made publicly available on the ASCILITE website.
* As previously mentioned, the project outcomes are presented at least once at an ASCILITE conference within 12 months of completing the project.

Project outcomes must be of direct relevance to ASCILITE members.

It is expected that research findings will be disseminated through ASCILITE activities such as the annual conference, via TELall blog posts, webinars and through social media. Other opportunities may be provided through D2L events. Outcomes can also be disseminated elsewhere provided that D2L and ASCILITE are promoted and acknowledged as the funding providers.

Note: Please attach a list of publications and resources to the report.

**Project applications must not exceed six (6) pages.**

### Funding

Amount of funding received

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### Project Title

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### Project Summary

Maximum of 250 words.

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### Keywords

5-6 keywords

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### Project Leader

Proposed project leader, institution and track record of successful teaching and learning project completions. Must be financial ASCILITE member. A person’s membership status is displayed at the top of each fortnightly member bulletin. (Suggestion half page length)

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### Other Project Team Members

Proposed additional project member(s), institution(s) and track record of successful teaching and learning project completions, and/or collaborating individuals/institutions. Include at least one Early Career Researcher. Must be financial ASCILITE members. (Suggestion 200 words maximum per person)

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### The Project Aim

The clear articulation of a central learning and teaching question with a clear argument demonstrating how it aligns to the ASCILITE vision and mission (see the strategic plan).

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### The significance of the project and its contribution to ASCILITE and its benefits to members.

Provide a clear articulation of the need for improvement/change and the capacity of this research to bring about and/or inform that change. Include how the previous gap in the literature has been addressed as an outcome of this project.

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### Project Results/Outcomes

Provide the key results/outcomes/findings of the project.

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### Provide a summary of what the project achieved and its outcomes.

Describe how the outcomes have supported ASCILITE’s Strategic plan and mission priorities and contributed to the enhancement of learning and teaching in higher education.

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### The Innovation/Contribution of the Project

Describe the innovation of the project.

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### Describe the approach and methodology used in the project

How have you evaluated the project’s effectiveness and what evidence can you provide to support this? What challenges did you face in completing the project?

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### Proposed Project Dissemination Activities

What activities have been or will be undertaken to disseminate the project and its outcomes. This may include a range of ASCILITE activities. For example, conference presentations, blog posts, publications, workshops etc. It is expected that this might still be occurring this year so proposed dissemination can also be included.

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### Provide a breakdown of the project funds

Provide a breakdown of how the project funds were used and the amounts used in each area and whether or not there is any surplus. Remember to provide details of additional funding or in-kind support contributed from the institution, other sources if applicable.

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### Team Leader names & signatures:

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| Signature: | Signature here |  | Signature: |  |
| Name: | Print name here |  | Name: |  |
| Date: | Date here |  | Date: |  |

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| Signature: |  |  | Signature: |  |
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Please email your report to the ASCILITE Secretariat.