**TEG LEARNING IMPROVEMENT PROJECTS FY 2025**

**APPLICATION FORM**

Please complete and submit the proposal form to CTLT at [link](https://forms.office.com/r/seay63kNck) by the closing date, **24 Mar 2025 (Mon).**

**1 APPLICANT(S) / PRINCIPAL INVESTIGATOR(S)**

|  |  |  |
| --- | --- | --- |
|  | **Principal Investigator (PI)** | **\*Co-Investigator (Co-I), (if any)** |
| **Title & Name** |  |  |
| **Department**  |  |  |
| **Faculty** |  |  |
| **Staff No.** |  |  |
| **Appointment***(Please check* [x]  *accordingly)* | [ ]  Full-time  [ ]  Educator Track [ ]  Tenure Track[ ]  Others, *e.g.* part-time, adjunct, *etc*.(please indicate appointment ratio for teaching, where applicable) | [ ]  Full-time  [ ]  Educator Track [ ]  Tenure Track[ ]  Others, *e.g.* part-time, adjunct, *etc*.(please indicate appointment ratio for teaching, where applicable) |
| **Email/NUSNET ID** |  |  |
| **Contact No.** |  |  |
| **Previous TEG projects** | Please provide details if you have previously received TEG funding (*e.g.* title of TEG project, year of award, name of publication/journal and year/month the paper was published or other means of dissemination) |  |

*\* Please provide similar information for other co-investigators if there is more than one co-investigator*

**2 PROPOSED PROJECT**

|  |  |
| --- | --- |
| **Project Title** |  |
| **Theme** | Please check [x]  the appropriate theme for your proposal: [ ]  Interdisciplinary Education (IE) [ ]  Generative Artificial Intelligence (Gen AI)[ ]  Open Category |
| **Category**  | Please check [x]  the appropriate category:[ ]  Short-term (1-year/1.5-years project) [ ]  Long-term (2–3-years/3.5-years project) |
| **Abstract***(up to 100 words)* | *Please provide an abstract of your proposal*  |

**3** **DESCRIPTION OF PROJECT**

|  |  |
| --- | --- |
| **Project Rationale** *(up to 400 words excluding references)* | * Describe the problem in relation to your area of teaching and position it within the field of higher education research. Explain how this project will address the problem
* Clearly articulate the research question(s)
* Describe the anticipated educational outcomes
* Incorporate a review of relevant literature and good practices to provide the background and substantiate the rationale for conducting the project (connect with relevant theory where appropriate)
 |
| **Project Scope & Aims***(up to 200 words)* | * State concisely and realistically the aims of the project and its potential to contribute to an improved educational experience and better outcomes
* State the title and code of module(s) for which the project will be undertaken, the current class size and delivery methods (as applicable)
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| **Approach & Implementation***(up to 200 words)* | * Discuss how the specific aims of the project will be achieved. Include an outline of how the project will be undertaken
* Discuss why the approach is appropriate for achieving the aims of the project
* Concisely state how the design and implementation of the project will advance achievement of your educational goals
 |
| **Evaluation Plan / Method***(up to 300 words)* | * Discuss how the success of the project will be evaluated, as well as the data collection and analytical methods used to evaluate the success of the project
* Justify why the evaluation approaches were adopted
 |
| **Sharing***(up to 100 words)* | * How will you share what you have learnt with the wider NUS community?
 |
| **Links to other projects / grants***(up to 100 words)* | Please indicate if the project is a new project or a further development from a previous project. Please provide details of the previous project, if applicablePlease indicate if you have *applied for* or *received other grants* (e.g. LIFT, MOE-TRF, etc.) for this proposal:*(Please check* [x]  *accordingly)*[ ]  No [ ]  Yes. Please provide details below.  |

**4** **SUPPORT FROM HEAD OF DEPARTMENT / FACULTY DEAN**

Please secure consent from the Department/Faculty/School to conduct your project (e.g. for use of department resources, revision of programme, or sensitivity of research or student data to be collected, etc.)

|  |  |
| --- | --- |
| **Name of Head of Department**  |  |
| **Head of Department’s Signature**  | *(If it is not possible to obtain the signature on this form, please attach the approval email from the Head of Department)*Comments, if any:  |
| **Date** |  |

**5 PROJECT IMPLEMENTATION SCHEDULE**

Please provide a project timeline/milestones indicating the activities involved and the activity period, from commencement till completion of the project:

|  |  |  |
| --- | --- | --- |
| **Activity**e.g. Development of Evaluation Instrument | **Activity period**e.g. 1 month | **Month/Year**e.g. Sep 2022 |
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**6 BUDGET PLAN**

* Please itemize the estimated project expenditure and provide description/details
* Budget for financial assistance for presentation of project at an Education Conference after project completion can be included

(Note: Budgetary items with insufficient information may not be funded)

*An example of activity/purpose, expenditure item and breakdown of cost to estimate the budget amount is provided below for reference:*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Activity / Purpose*** | ***Expenditure Item*** | ***Quantity and Cost Estimation*** | ***Budget Amount (S$)*** |
| *e.g. Development of Evaluation Instrument* | *e.g. Engage 2 part-time undergraduate student research assistants (RA) to conduct research and analysis* | *e.g. 2 RAs x S$20/hr x 4 hrs/day x 10 days/ month x 4 months* |  *S$6,400* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity / Purpose** | **Expenditure Item** | **Quantity and** **Cost Estimation** | **Budget Amount (S$)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | **Total Budget Requested** | **S$**  |

*- End of Application Form -*