



# UNIMAS SoTL Grant Guidelines

Centre for Applied Learning and Multimedia (CALM)

2020

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# Scholarship of Teaching and Learning (SoTL) Grant Guidelines

## PART 1 APPLICATION

### 1.1 Philosophy

The scholarship of teaching and learning or SoTL integrates teaching, learning and research with the intent to improve teaching practice and student learning in a variety of disciplines as well as to expand the body of knowledge about teaching and learning in higher education. UNIMAS has given priority to SoTL as a means to strive for excellence in education and training.

### 1.2 About the Grant

The Scholarship of Teaching and Learning (SoTL) Grant provides funding for disciplinary experts to conduct SoTL studies to improve teaching and learning practices at UNIMAS via systematic inquiry.

### 1.3 Characteristics of SoTL

The following are the characteristics of SoTL:

- a systematic inquiry or research into student learning
- asking interesting questions that are typically derived from challenges in teaching and/or student learning
- employing a methodology that reflects the questions and the researcher's expertise to seek answers to the questions
- sharing of insights gained either informally or formally to expand the knowledge on teaching and learning

### 1.4 Purpose of SoTL

Some of the reasons for conducting SoTL studies:

- Gain understanding via systematic inquiry  
One of the main reasons for conducting SoTL studies is to gain better insight into problems in teaching and learning through systematic inquiry. SoTL practitioners need to employ appropriate research methods to produce tangible analyses of student learning. SoTL enables hypothesis of the learning design be tested systematically and innovations to be produced, applied and evaluated in a systematic manner.
- Expand knowledge  
The SoTL also emphasises the sharing of knowledge gained through such exploration either via informal speaking with colleagues, presenting at local, national or international conferences and seminars, and publishing. Such public sharing among communities of interest encourages continuous review, critique, adoption as well as cumulatively builds on knowledge about teaching-learning.
- Involve disciplinary experts  
Acknowledging the need for interdisciplinary SoTL or exploring of teaching and learning issues for specific disciplines, academics from all disciplines are appropriate to involve in SoTL.
- Improve practice  
The insights gained via SoTL help to improve the teaching and learning of those who practice it. The sharing of the SoTL outcomes and best practices may also benefit other instructors, either from similar or different institutions.

### 1.5 SoTL Grant Areas

SoTL projects may focus on (but not limited to) the following priority areas.

- 1.5.1 iCGPA and beyond
  - o assessment of soft skills

- methods to nurture soft skills
- enhancement to the current iCGPA model
- 1.5.2 2u2i/3u1i
  - formulation of effective and/or efficient implementation models
  - formulation of frameworks to produce 2u2i/3u1i curriculum
- 1.5.3 Graduate Employability (GE)
  - investigation into problems of GE for critical academic programmes
  - effects of interventions
  - formulation of e-Portfolio development guidelines
  - compilation of outstanding samples of e-Portfolio
- 1.5.4 Attrition/Graduate-on-Time (GoT)
  - investigation into common problems of GoT
  - effects of interventions
  - formulation of an effective and/or efficient monitoring model/system
- 1.5.5 Industrial Revolution 4.0 (IR 4.0)/Education 4.0
  - incorporation of augmented reality (AR), artificial intelligence (AI), 3D printing and MOOC in T&L
  - formulation of methods to nurture skill set needed in IR 4.0 (new media literacy, virtual collaboration, cognitive load management, social intelligence, computational thinking, transdisciplinary, design mindset, novel and adaptive thinking, sense making)
  - creation of new or innovative curriculum (cross disciplinary, extensive incorporation of IR 4.0 elements)
  - derivation of learning framework or method to accommodate Gen Z (non lecture-based delivery, authentic learning, authentic assessments)
  - design of learning spaces

## 1.6 Conditions of Application

This grant is open to UNIMAS academics with the following conditions:

- 1.6.1 Full time academic staff
- 1.6.2 An applicant is allowed to be the Project Leader for one project only and hence only one application will be approved in every cycle.
- 1.6.3 If a Project Leader of the previous cycle wishes to apply for the new cycle, his or her previous project must be fully accomplished with all expected outcomes successfully delivered.
- 1.6.4 Total fund request shall range from RM 5,000 to RM 25,000 and duration of a project shall not exceed 18 months.

## 1.7 Application Rules

Application for this grant must use the latest SoTL Grant Application Form. This form is available at CALM website: <http://www.calm.unimas.my/what-we-offer/sotl>

## 1.8 Financial Rules

All expenditures involving supplies/services, miscellaneous/travel claims and other claims must comply with the circulars enforced and applied by the UNIMAS Treasury. Expenses should be made according to the amount approved for each vote in the project proposal.

- 1.8.1 Vot 21000 (Travelling and Transportation)
  - 1.8.1.1 Expenses that cover all travelling and transportation related to the project.
  - 1.8.1.2 The maximum expenses for attending a conference, symposium, exhibition or workshop as a presenter is RM2,500.00 and limited to events that are held in ASEAN countries.
  - 1.8.1.3 The presented paper or outcome must be the findings from the SoTL project conducted and should be clearly stated in the acknowledgement section.
  - 1.8.1.4 Application for attending conference must be made in accordance with Section 1.10. Any claim for expenses to conferences that do not meet the prescribed conditions will not be considered.

- 1.8.2   Vot 24000 (Rental)
  - 1.8.2.1   Rental is allowed for equipment, transportation and other items that are directly involved in the project.
- 1.8.3   Vot 27000 (Research Materials and Supplies)
  - 1.8.3.1   Only expenses related to the project (purchase of consumable supplies and research materials including small appliances and supplies, course materials and/or materials needed to produce teaching innovation) are allowed.
  - 1.8.3.2   This vot can also be used on the expenses for buying tokens to be given to survey respondents.
- 1.8.4   Vot 28000 (Maintenance and Minor Repair Services)
  - 1.8.4.1   Only expenses for maintenance and minor repair service of equipment or other items that are involved in the project are allowed.
  - 1.8.4.2   Maintenance cost for existing equipment during project implementation is allowed. Once the project is completed, the maintenance cost shall not be borne by the grant.
- 1.8.5   Vot 29000 (Professional Services)
  - 1.8.5.1   This vot is restricted to professional services that cannot be met by co-researchers. If the Project Leader has identified professional services/expertise from UNIMAS academic staff, such staff should be appointed as a co-researcher by advancing the application to the Senior Director/Director of CALM.
  - 1.8.5.2   This vot covers other services including printing, hospitality, enumerator's honorarium, professional services, consultancy, data processing, publication fee and other services that are related to the project.
  - 1.8.5.3   This vot also covers expenses such as refreshment/meal for conducting sharing events (e.g. community of practice meetings, knowledge sharing sessions with stakeholders such as students and faculty members). However, such expenses are not applicable for conducting SoTL project meeting among members.
  - 1.8.5.4   For all of the above professional services, payment claims must be supported by payment receipt/proof of payment in the form of receipts, online bank transactions and so forth. The payment of honorarium should be made in one lump sum once the project activity is successfully executed and a memo to verify the completion of the project activity is to be submitted to CALM along with the task report for payment purposes.
- 1.8.6   Vot 35000 (Accessories and Equipment)
  - 1.8.6.1   Only purchases of special equipment and accessories (including to enhance the capability of the existing equipment) that are related to the project are allowed. Every application must be justified and quotations must be attached according to the Treasury Circular.
  - 1.8.6.2   Purchase of communication and IT equipment or device such as workstation, laptop, iPad, handphone, or printer, that is not directly related to the project is not allowed.
  - 1.8.6.3   The Project Leader is responsible for every equipment or accessory purchased during the active period of the project. Upon completion of the project, this equipment or accessory will be placed in the respective Faculty/Centre as the asset of the university and the respective Dean of Faculty/Centre will be responsible for it.
- 1.8.7   Advance Funding Adjustment
  - 1.8.7.1   The researcher should ensure that adjustment of advance funding is made within the prescribed period of thirty (30) days after the activity is implemented.
  - 1.8.7.2   Expenses exceeding the approved advance may be claimed from grant.

**Figure 1 shows the Advance Funding Adjustment Flowchart.**

1.8.8 Virement is only allowed once a year.

**Figure 2 shows the UNIMAS SoTL Grant Application Process Flowchart.**

### 1.9 Enumerator/Field Assistant

1.9.1 Candidate's qualification is subject to the skills required for the project work to be undertaken.

1.9.2 Appointment and financing are under the jurisdiction of the Project Leader.

1.9.3 The Project Leader must apply for approval by memo to the Senior Director/Director of CALM through their respective Deans for the purpose of appointment and payment of the honorarium. The appointment letter may be issued by the Project Leader upon the approval.

1.9.4 The duration of the appointment and payment of honorarium depends on the work and project activities conducted.

1.9.5 An enumerator/field assistant is responsible for performing tasks in accordance with the scope and direction of the Project Leader and co-researchers of the project.

### 1.10 Attending a Conference (Colloquium, Symposium, Congress, Seminar, Forum, Workshop, Exposition) using SoTL Grant provision

1.10.1 Application to attend a local conference should be submitted to CALM at least one (1) month prior to the date of the conference for consideration. CALM shall not be liable for any implications arising in the event of late application.

1.10.2 Applications must be executed by the Project Leader and supported by the Dean of the Faculty/Centre.

1.10.3 Senior Director/Director of CALM has the discretion over all applications that is in accordance with the respective project proposals.

1.10.4 Project Leaders are encouraged to attend conferences that lead to publications in SCOPUS/ERA/ISI Thompson Indexed journals or proceedings.

1.10.5 The conference attendance report should be prepared and submitted to CALM through the Faculty/Centre within fourteen (14) days after attending the conference.

**Figure 3 shows the Application to Attend Conference Flowchart.**

### 1.11 Output

For every approved project, the grant recipient(s) are expected to:

1.11.1 Internal Knowledge Sharing

Present or demonstrate their SoTL work in at least ONE (1) internal knowledge sharing session.

1.11.2 Teaching and Learning Bulletin

Publish the results of the project in at least ONE (1) Teaching and Learning Bulletin.

1.11.3 Refereed Publication

Publish in at least ONE (1) refereed publication.

1.11.4 Other forms of SoTL output (subject to external SoTL funder) may include the following:

Copyright, software, innovative invention, award, learning system, etc.

### 1.12 Opening and Closing Dates of Application

CALM will announce the opening and closing application dates to UNIMAS academics.

## PART 2 EVALUATION

### 2.1 SoTL Grant Application Evaluation

2.1.1 SoTL grant applications will be evaluated by the UNIMAS SoTL Panel. This panel is led by a Head. This panel is appointed by the Deputy Vice Chancellor (Academic & International) for a period of 2 years.

2.1.2 The panel will review and evaluate applications within the given time frame.

- 2.1.3 Recommendations by the panel will be submitted to CALM. All recommendations are to be endorsed by *Jawatankuasa Kesarjanaan dalam Pengajaran dan Pembelajaran* (JK SoTL) and the final approval will be made by the Deputy Vice Chancellor (Academic & International).

## PART 3

### ADMINISTRATION, MONITORING AND REPORTING OF PROJECTS

#### 3.1 Project Implementation

All approved projects will be monitored in terms of:

- Project progress;
- Financial progress; and
- Final Report

#### 3.2 Project Control

##### 3.2.1 Monitoring/Progress Report

- 3.2.1.1 A Project Leader needs to fill up and submit a progress report every six (6) months (or depending on SoTL financial funder) for every active SoTL project that has been approved. The progress report form is available at <http://www.calm.unimas.my/what-we-offer/sotl>
- 3.2.1.2 Expenditure for a project is also subject to the university finance and account regulations and all current circulars and/or terms issued by funders.
- 3.2.1.3 The Dean of the Faculty/Centre that the Project Leader is attached to is to provide recommendation of every progress report.
- 3.2.1.4 CALM has discretion over the progress report.

**Figure 4 shows the UNIMAS SoTL Grant Monitoring Flowchart.**

##### 3.2.2 Final Report

- 3.2.2.1 The final report must be submitted within 3 months after a project due. The progress report form is available at <http://www.calm.unimas.my/what-we-offer/sotl>
- 3.2.2.2 Evidence of publication in refereed and/or indexed journal(s), proceeding(s) or book chapter(s); teaching and learning bulletin(s); and other forms of SoTL output (if available) need to be attached to the final report.
- 3.2.2.3 Any financial transactions after the end date of the project will not be considered.
- 3.2.2.4 The Dean of the Faculty/Centre that the project leader is attached to is to provide recommendation of every final report.
- 3.2.2.5 The final report that has successfully achieved all stated key performance indicators (KPIs) will be endorsed at JK SoTL and the end project memo will be officially issued by CALM.

##### 3.2.3 Application for Extension

- 3.2.3.1 Only ONE (1) extension is allowed for a maximum duration of six (6) months.
- 3.2.3.2 Application for extension should be made three (3) months before the end of grant period.
- 3.2.3.3 Application for additional budget is not allowed.
- 3.2.3.4 Project Leader is to submit the following documents to the Dean of CALM.
- A memo and justification for extension via the Dean of Faculty/Centre
  - Progress report
  - Milestones for the extended period
  - Expenditure report
- 3.2.3.5 Deputy Vice Chancellor (Academic & International) has discretion over the project extension.

- 3.2.4 Monitoring of the projects is the joint responsibilities of respective Faculty/Centre and CALM.
- 3.2.5 Administration and reporting of the project progress and achievement are the responsibilities of CALM.

**Figure 5 shows the UNIMAS SoTL Grant Application for Extension and End of Project Flowchart.**

## **PART 4 RESULT**

### **4.1 Result Announcement**

CALM will issue approval letters to successful applicants and copy to related parties.

## **PART 5 ROLES AND RESPONSIBILITIES**

### **5.1 Researcher**

- 5.1.1 Apply the grant based on the terms and conditions
- 5.1.2 To qualify as a Principal Researcher (PI), the total funding obtained for the Science/Engineering/Technology field must be of the minimum amount of RM20,000 for an internal and national grant or RM10,000 for an international grant while in the field of Social Science/Humanities, the minimum amount is RM5,000 for an internal, national and international grant
- 5.1.3 Conduct the project according to the approved plan
- 5.1.4 Submit six-monthly progress report(s) and a final report
- 5.1.5 Researchers requiring extension of project period or any changes to their original approved proposals will need to submit application in writing through their respective Faculty/Centre to CALM
- 5.1.6 Inform CALM in writing via Faculty/Centre if need to go for study leave, terminate service in UNIMAS, or move to another university by nominating a new Project Leader (for incomplete SoTL project)
- 5.1.7 Monitor the grant balance through the finance officer of the Faculty/Centre

### **5.2 CALM**

- 5.2.1 Notify SoTL grant opening and closing dates to academics
- 5.2.2 Receive applications from academics
- 5.2.3 Compile SoTL grant applications for SoTL Panel's evaluation
- 5.2.4 Compile recommendations made by SoTL Panel for all applications
- 5.2.5 Obtain endorsement from JK SoTL on the recommendations made by SoTL Panel
- 5.2.6 Recommend applications to Deputy Vice Chancellor (Academic & International) for approval
- 5.2.7 Inform applicants on their application status
- 5.2.8 Manage research database and financial system for all registered SoTL projects
- 5.2.9 Acting as a liaison between researchers and SoTL-fund agencies in terms of project progress
- 5.2.10 Monitor the progress and outputs of all projects
- 5.2.11 Encourage and facilitate SoTL publication activities
- 5.2.12 Promote SoTL culture among UNIMAS academics
- 5.2.13 Obtain endorsement from JK SoTL on projects that have ended and successfully achieved all KPIs
- 5.2.14 Report the achievement of all approved SoTL projects
- 5.2.15 Have discretion over the six-monthly progress reports
- 5.2.16 Have discretion over virement should researchers requested for virement of budget between votes

**Attachment 1 shows the organisational chart of CALM.**



### 5.3 Faculty/Centre

- 5.3.1 Each Faculty/Centre has to review and evaluate all SoTL grant applications from members of the Faculty/Centre before submitting the applications to CALM for SoTL Panel's review
  
- 5.3.2 For each SoTL project proposal, the Faculty/Centre shall ensure that the proposal is of required quality, in the field of prioritisation and meets the application guidelines and specific requirements set by the financial funder
- 5.3.3 Each Faculty/Centre is responsible for monitoring the progress reports and end project reports (including financial reports) of all registered SoTL project before submitting them to CALM

### 5.4 SoTL Panel

- 5.4.1 Review and evaluate grant applications within the given time frame
- 5.4.2 Ensure the SoTL proposals submitted by researchers are in accordance with the concept/requirement of the SoTL grant offered by SoTL funders
- 5.4.3 May submit view and advice to the applicants to improve their submitted proposals
- 5.4.4 Provide reasons for rejected applications

**Attachment 2 contains the terms of reference for SoTL Panel.**

### 5.5 *Jawatankuasa Kesarjanaan dalam Pengajaran dan Pembelajaran (JK SoTL)*

- 5.5.1 Plan and monitor the strategies undertaken in the enculturation of UNIMAS SoTL practices
- 5.5.2 Endorse applications for conducting funded SoTL projects by UNIMAS academic staff
- 5.5.3 Endorse SoTL end of project reports

These guidelines were approved by UNIMAS Senate No.04/2018 (171).

Further amendments were approved by Jawatankuasa Eksekutif UNIMAS Bil. 03/2020 Ke-59.

## FIGURES AND ATTACHMENTS

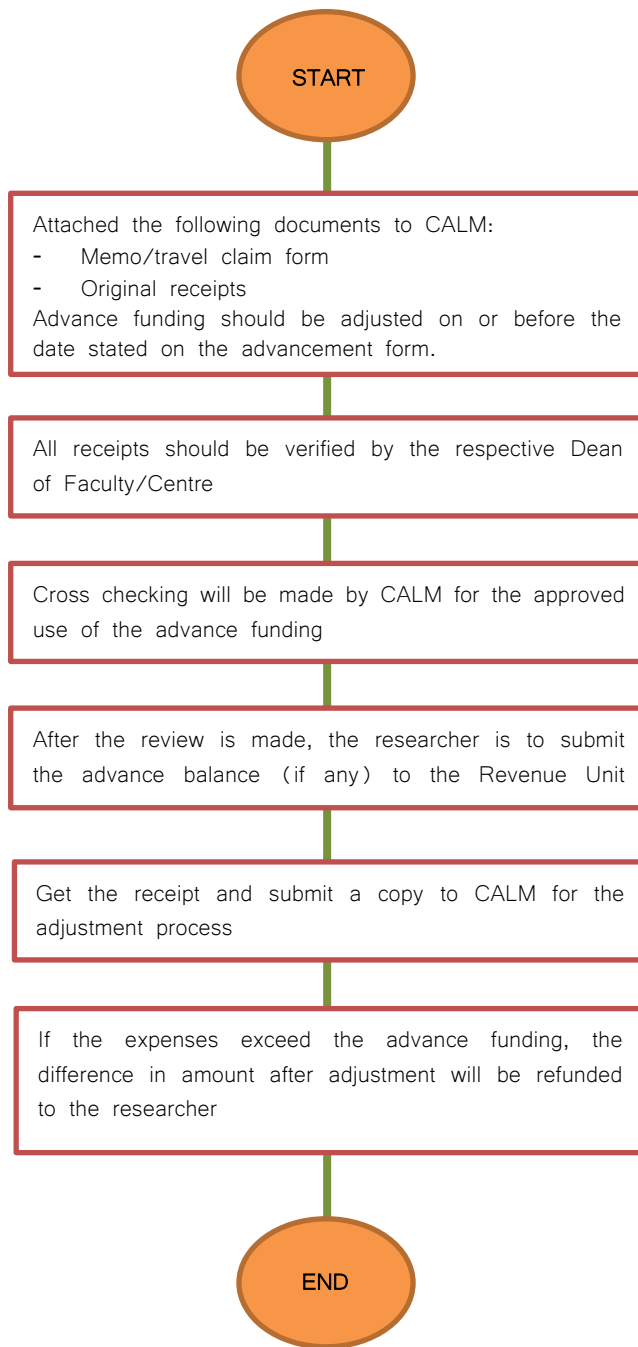


Figure 1: Advance Funding Adjustment Flowchart

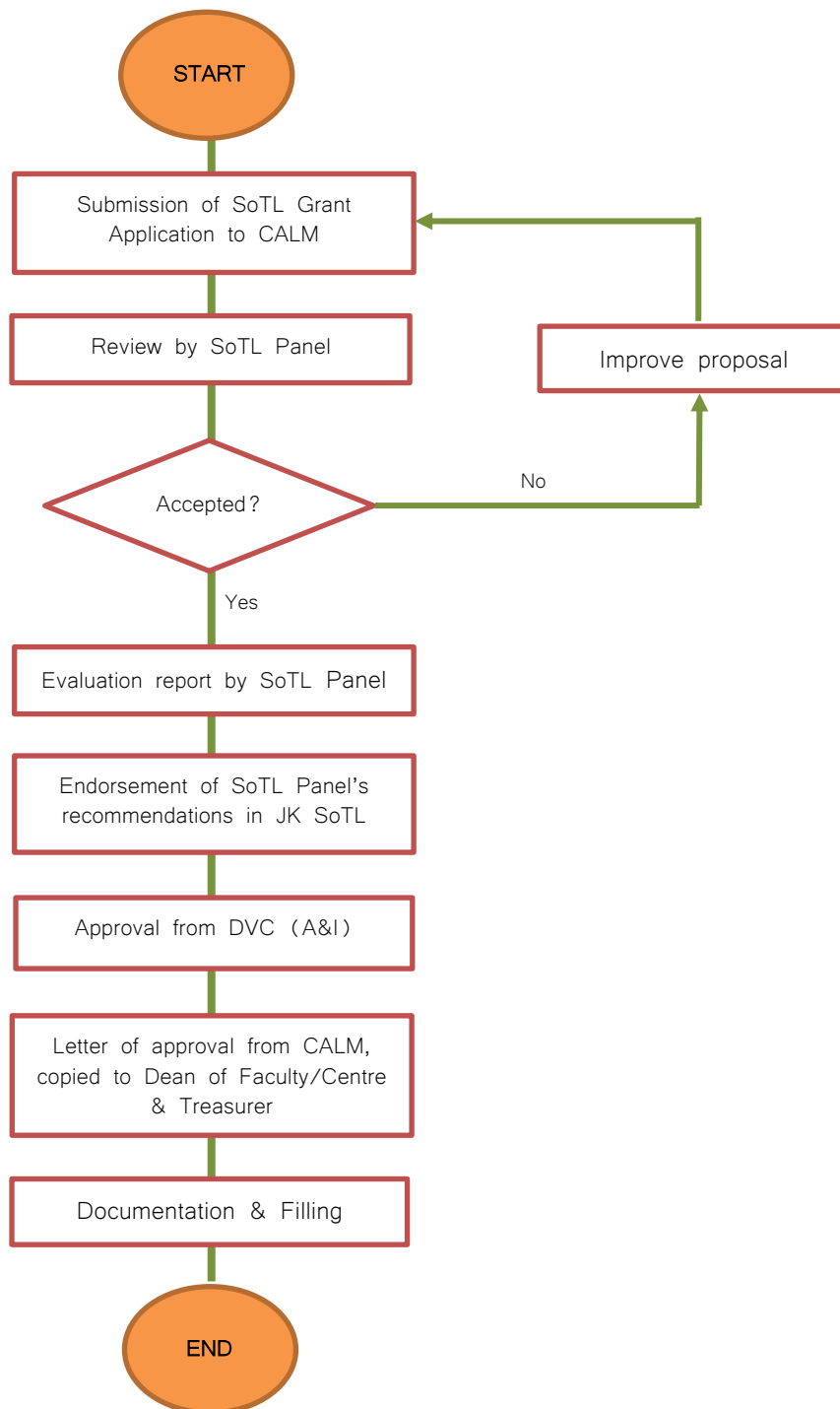


Figure 2: UNIMAS SoTL Grant Application Process Flowchart

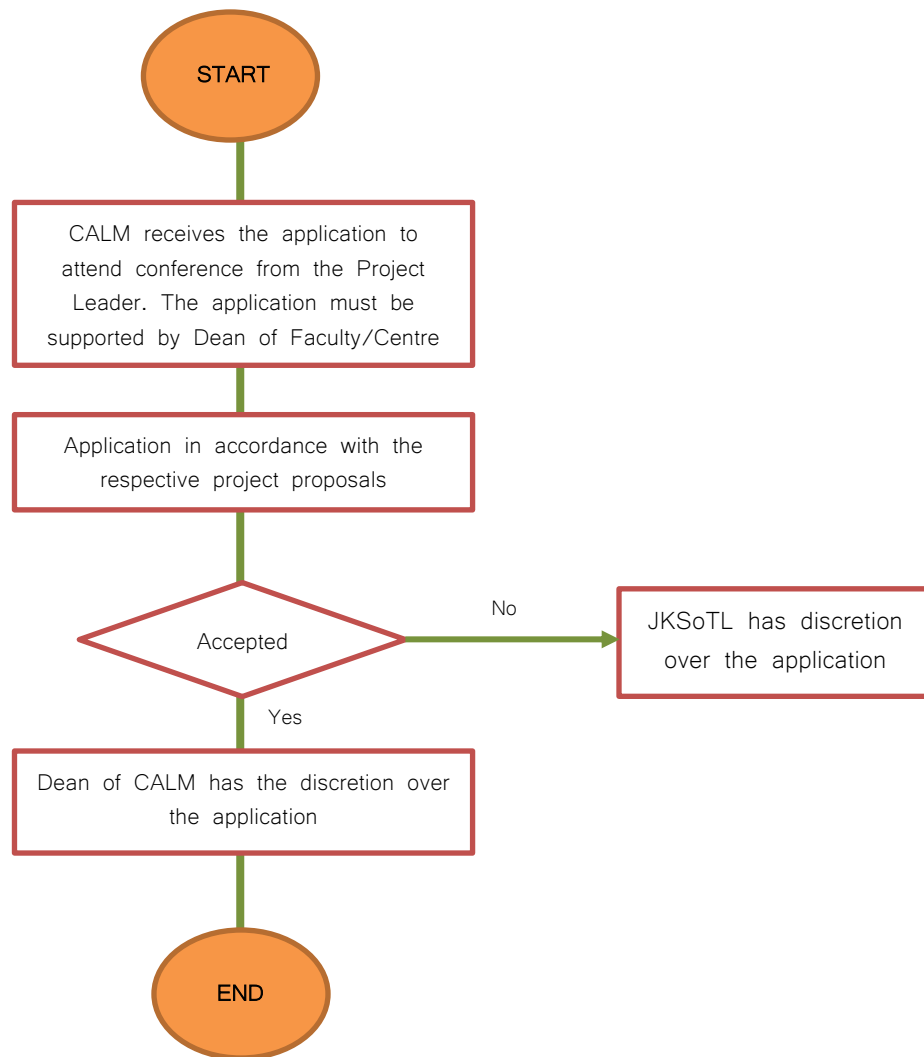


Figure 3: Application to Attend Conference Flowchart

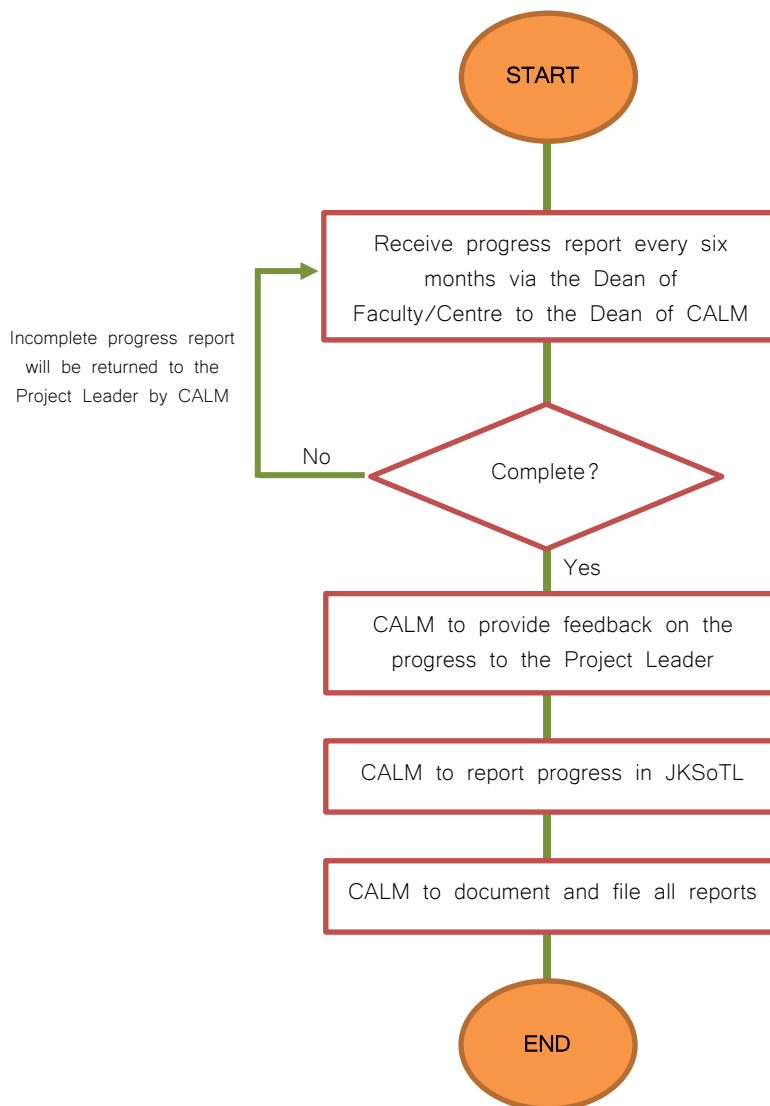


Figure 4: UNIMAS SoTL Grant Monitoring Flowchart

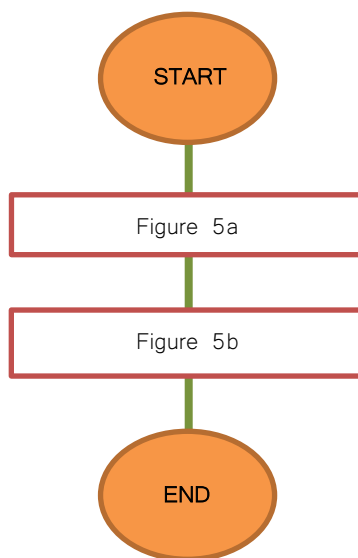


Figure 5: UNIMAS SoTL Grant Application for Extension and End of Project Flowchart

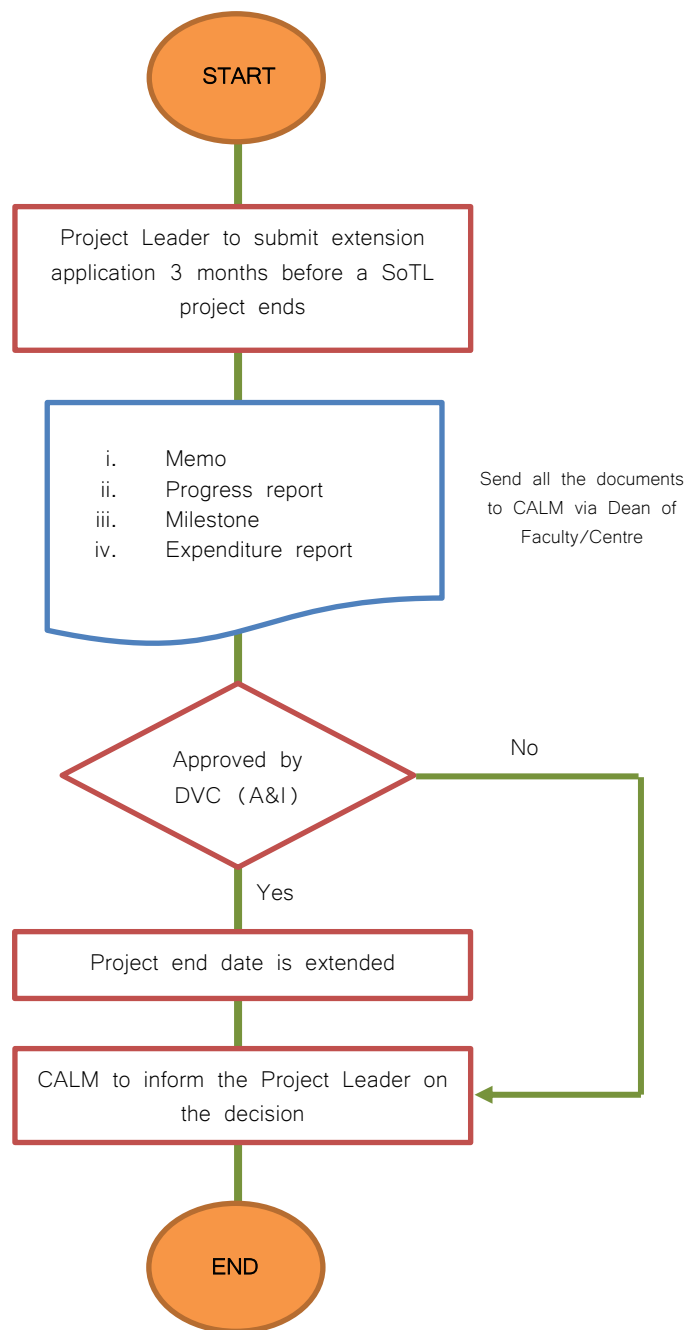


Figure 5a: UNIMAS SoTL Grant Application for Extension Flowchart



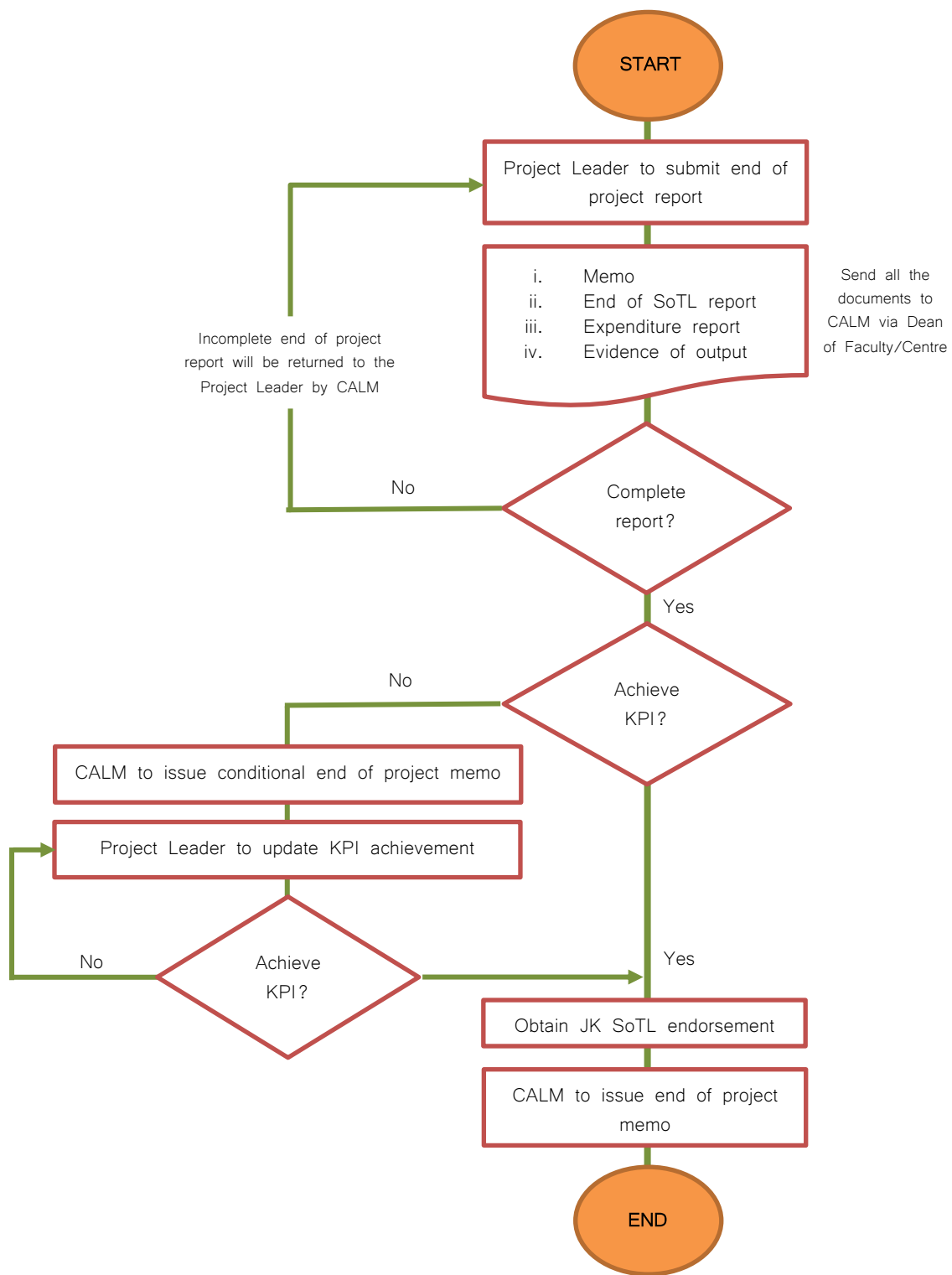
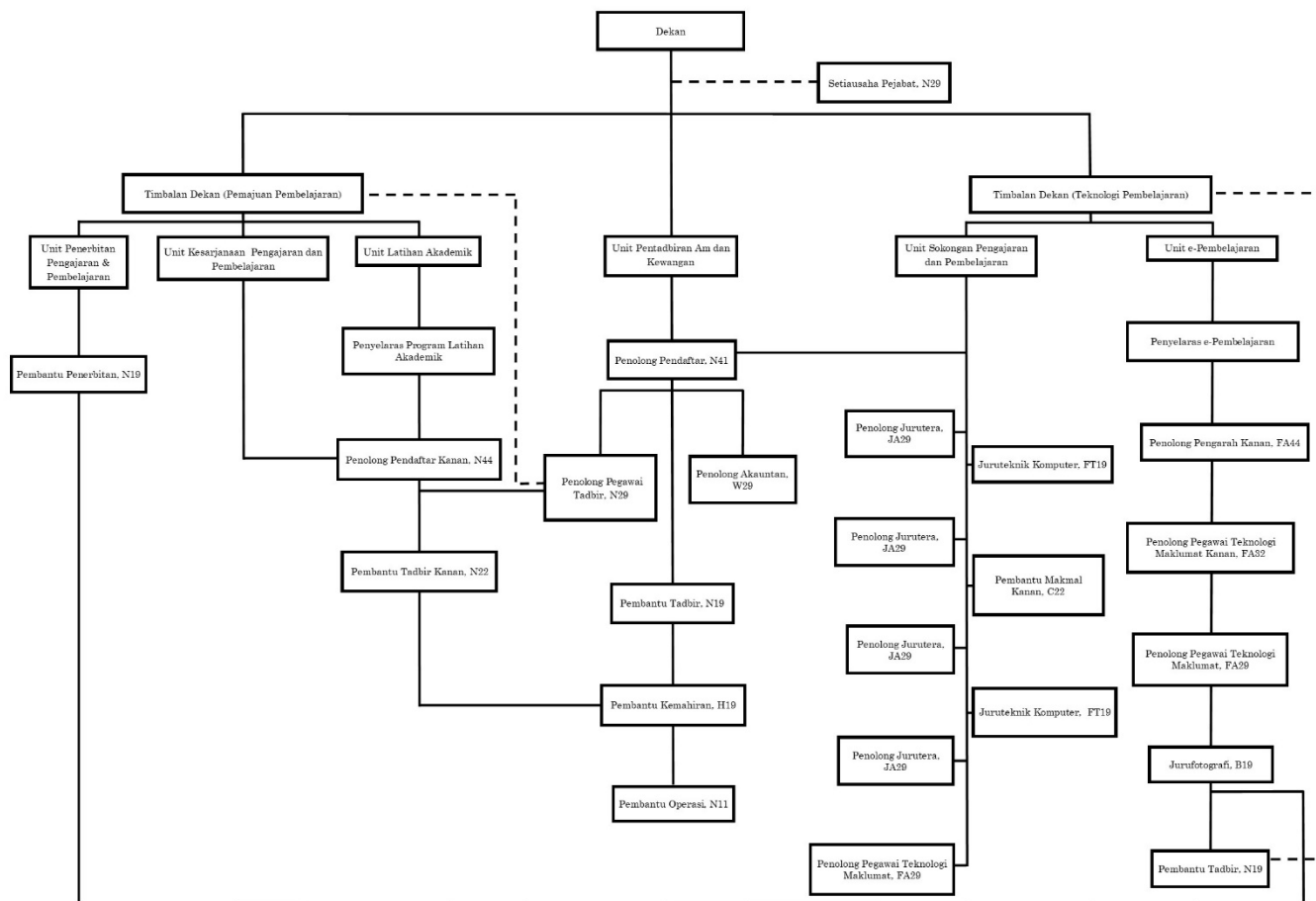


Figure 5b: UNIMAS SoTL Grant End of Project Flowchart

CALM ORGANISATIONAL CHART



## TERMS OF REFERENCE

The UNIMAS SoTL panel is led by a Head. The panel is appointed by the Deputy Vice Chancellor (Academic and International) and works closely with the Centre for Applied Learning and Multimedia (CALM) for a period of 2 years.

The SoTL panel will comprehensively examine and analyse SoTL grant application proposals, by addressing, but not limited to the following areas:

- i. Content;
- ii. Financial elements;
- iii. Methodology/Technical approach;
- iv. Outcomes; and
- v. Adherence with the guidelines of funding agencies.

CALM may request members of the SoTL panel to attend to specific matter, to provide information and expert opinions.

## ROLES

The SoTL panel is expected to:

- i. review and evaluate grant applications within the given time frame
- ii. ensure the SoTL proposals submitted by project leaders are in accordance with the concept/requirement of the SoTL grant offered by SoTL funders
- iii. may provide view and advice to the applicants to improve their submitted proposals
- iv. provide reasons for rejected applications