

Murdoch University
School of Engineering and Information Technology
Outreach Grant Scheme 2016

Scope and Aims: The SEIT Outreach Grant Scheme (OGS) aims to provide incentive, time and resources for SEIT academics to develop high-quality material and concepts for outreach activities addressed at secondary and primary school students and teachers, and at the general public. The scheme also aims to promote closer ties to the science departments and teachers of Perth secondary or primary schools, by supporting preferentially projects that are developed in consultation or collaboration with teachers/schools (The University's outreach coordinator will help establish links to suitable schools)

Activities that can be funded: The outcome of each project should be high-quality material for outreach activities, typically for presentation at high or primary schools or at forums that aim to attract future Murdoch students. A project should typically comprise the development of an experiment or hands-on activity, including explanatory presentation material (powerpoint slides, flyers, etc) as well as brief background information. The expectation is for this material to first be presented by the applicant him/herself in an initial set of outreach activities, with a goal of making the material sufficiently self-explanatory and tested, so that it can be used for presentation by other staff for later events. For school-based outreach activities, it is strongly encouraged that the project be developed in consultation (or collaboration) with a teacher from a high school or primary school to ensure that the material is relevant and useful for school outreach activities (the teacher may in turn be able to list this project as certified professional development activities). Projects that are not school-based need to provide detailed reasoning how the activities will engage prospective students with the courses offered by SEIT or how they will contribute to shaping SEIT's reputation or perception by the public.

Support available: The OGS will be conducted in close collaboration with the University's outreach coordinator (Michelle Austin). Upon presentation of a basic idea, the outreach coordinator will help applicants identify suitable schools and school teachers suitable for the development of the project and identify how the project can be best presented to be seen as a good fit in within the WA curriculum (note: the OGS is not aimed at developing teaching material for schools, but experience shows that outreach activities are more welcomed by schools if they are seen to bear some connection to the curriculum). During the project phase, the outreach coordinator will deal with all organisational aspects of the project with the high/primary school, including PD certification for the involved teachers, scheduling of events, etc. Projects that are not school-based also need to be coordinated with the outreach coordinator who will advise on how they fit best with existent outreach and promotional activities.

Funding available: The OGS will support each project with base funding of \$1500 for expenses related to the construction and design of the experiment/activity; further expenses of up to \$2500 can be funded if the need is justified in detail. The scheme will further provide the applicant with a work-load component of up to 100 hours in the section 'Service', with approval from the Head of Discipline, and can be used in the section 'Service to the Profession' in probation/promotion applications. Note that the benefit of the project will be weighed against the total cost and workload allocation, therefore please ensure reasonable and accurate estimates. The OGS cannot be used to fund teaching relief, neither for the SEIT academic nor the high school teacher. (Note that central university funds may be available to cover teaching relief for the school teacher, in order to enable him/her to dedicate sufficient time towards the project).

Submit applications in electronic form to SEIT@murdoch.edu.au by COB 2 September 2016.

Applications should include all elements listed in the Application Requirements on the next page. Brevity and conciseness are encouraged. The complete application must not exceed four pages in 11pt font. Applications must be discussed with the university's outreach coordinator prior to submission. **Late applications will not be accepted.**

Important Dates:

Submission Due Date:	COB 2 September 2016
Announcement of Allocation:	By 9 September 2016
Budget has to be expended:	By 1 March 2017
Report Due:	By 1 March 2018

Note: a 'working with children' card may be required for the projects.

Outreach Coordinator: outreach@murdoch.edu.au

Questions about the OGS may be addressed to the ADLT, Doug Fletcher (D.Fletcher@murdoch.edu.au).

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Application Requirements

All applications should include the following elements, using the numbering and headings shown below.

- 1. Chief Investigator** (responsible for this application and project):
- 2. Project Title** (be clear, brief, precise and informative; not more than 150 characters):
- 3. Summary** (not more than 100 words and written in plain language)
- 4. Description of the developed material** (Not more than 2 pages. Inclusion of images and links to relevant previous work are encouraged. Include a discussion of what makes the activity attractive for the audience it addresses. State to what degree the material/activity is novel or replicating activities existent elsewhere. Indicate the extent to which the project relates to teaching/research activities within our School. Please include references/web links where appropriate)
- 5. Relation to School Curriculum and Details of collaborating School and teacher** (Describe how the activity can be seen a fit with the current curriculum for WA high or primary schools. If contact with a particular school partner has been established, please provide details. Please indicate that the project has been discussed with and is endorsed by the University's outreach coordinator.)
- 6. Details of requested funding** (If requesting the base funding of \$1500 only, simply state 'base funding only'. Otherwise, please specify *all* expenses -including the base funding- individually and justify their need. You may label individual expenses as *optional* if the project can be carried out even if these expenses are not funded. Note that the benefit of the project will be weight up against the total cost.)
- 7. Timeline, required workload allocation and feasibility** (Provide a time line for the completion of the project, including proposed time intervals for the outreach activity. Describe the workload allocation that is needed to complete the project. Note that all funds must be used by 1 November of the year of application; with exceptional provision to be made for the first round of this scheme in 2016)
- 8. Any other relevant information**
- 9. Confirmations:** Indicate that you have taken note of the following requirements.
 1. Upon completion of the project (at the latest within 2 years of approval), a brief final report is required that must include details of how funds were spent, which events have taken place, a reflection of positive and negative aspects of the project, and feedback from high school teachers/students.
 2. After the outreach activity, a newsletter article for the SEIT newsletter must be produced.
 3. If applicable, a newsletter article for the high school newsletter must be produced in consultation with the outreach coordinator.
 4. Brief instructions for the use of the material for future outreach activities must be produced.
 5. Funds can only be used for expenses directly related to this project, and an itemised list of expenses must be produced with the final report.
 6. Applicants may be required to obtain a 'working with children' card to conduct the outreach activity.