

HILT CRC EDUCATION AND TRAINING PROGRAM

COURSEWORK DEVELOPMENT GRANTS: APPLICATION GUIDELINES

Background

The Heavy Industry Low-carbon Transition Cooperative Research Centre (HILT CRC) brings together industries, universities and government organisations to share the responsibility for Australia's pathway to decarbonisation of heavy industry. HILT CRC partners collaboratively seek new low-carbon technologies and approaches to overcome barriers and help the steel, iron, alumina and cement industries decarbonise.

The Education and Training Program is an essential component of HILT CRC. In addition to supporting Higher Degree by Research (HDR) students at both Master and PhD levels, HILT CRC provides financial support for the development of coursework materials at VET, undergraduate and postgraduate levels through the HILT CRC Coursework Grant program.

Conditions of award

- All education and training providers listed below are eligible to apply for the HILT CRC Coursework Grant:
 - The University of Adelaide
 - Australian National University
 - Curtin University
 - Swinburne University of Technology
 - The University of Newcastle
 - Queensland University of Technology
 - All TAFEs.
- The proposed coursework materials must support capacity-building activities and formal education aligned with HILT CRC's research strategy.
- The HILT CRC Coursework Grant is capped at \$30,000 with a maximum duration of 12 months. Eligible expenditure items include salary of casuals and/or academic teaching relief. Other forms of expenditure may be considered by the committee if applicants can clearly justify how the grant supports education and training at HILT CRC. The applicant must be able to provide matching cash or in-kind support.
- The maximum \$30,000 grant is intended for development of a new course. For changes to an existing course, the budget request should reflect the extent of the modifications. For example, for revision of half of a 12-week course (equivalent to 6 weeks), a budget request of up to \$15,000 would be expected.
- Individuals or organisations can be part of an unlimited number of applications.
- Collaboration between the education and training providers and an industry partner for development of coursework materials is highly encouraged but not necessary.
- The development of the proposed coursework materials and inclusion in the program curriculum must be supported by relevant Head of School/Department/Discipline.
- HILT CRC Coursework Grants are conditional upon approval by the relevant HILT CRC assessment panel. The assessment criteria are:
 - Alignment with HILT CRC objectives and research strategy (please refer to hiltcrc.com.au/research-programs)
 - Evidence of the current or future number of students enrolled in the course
 - Value for money and the amount of cash or in-kind from the institution
 - Evidence of the short- and long-term viability of the course
 - Track record of the academic applicant/s
 - Evidence of the course and teaching performance (e.g. student satisfaction)
 - Endorsement and support from industry.
- The copyright and ownership of the developed coursework materials will remain with the applicant/s.
- All proposed coursework materials must meet the requirements imposed by the host university/TAFE and accreditation body.

The deadline for this round is Friday 6 September 2024. The proposed coursework development activities must commence by 28 February 2025.

HILT CRC may update these conditions from time to time by notice to eligible education and training providers.

Selection criteria

- Alignment with HILT CRC objectives and research strategy
- Direct and indirect benefit to industries
- Alignment with the strategy of the host institution
- Long-term sustainability of the proposed coursework materials
- Co-funding (cash or in-kind) level and participation of other partners

Procedure for submitting an expression of interest

1. Applicant/s submit an expression of interest via the HILT CRC website by the deadline.
2. The application will be reviewed by HILT CRC
3. The application will be assessed by HILT CRC and if successful, a letter of award will be issued.
4. A HILT CRC Coursework Grant contract will be signed between parties
5. The payments will be provided upon submission of the reports and receiving an invoice from the eligible training provider

HILT CRC may update this procedure from time to time by notice to partner universities and eligible training providers.

Reporting requirements

Two project reports are required:

1. Mid-term report, detailing the project progress including an assessment of the project risk.
2. Final report detailing project outcomes, including the developed coursework materials and their application into the program curriculum.

Additionally, successful applicants will be asked to provide relevant statistics regarding the performance of the course on an annual basis (e.g. enrolment numbers, student satisfaction) to enable HILT CRC to its reporting obligations to the CRC Program.

Project funding

The project funding will be provided in three payments and upon submission of the reports fulfilling HILT CRC's template and requirements.

- Payment 1: One third of total Grant on commencement
- Payment 2: One third of total Grant upon submission of mid-term report
- Payment 3: One third of total Grant upon submission of final report.

Further information and enquiries

Contact Taryn Guyers, HILT CRC Research Portfolio Manager, at taryn.guyers@hiltcrc.com.au.

Successful funding recipients (Rounds 1 and 2)

Summaries of successful applications from earlier rounds of funding can be viewed at hiltcrc.com.au/education-training/#coursework_development_grants