

NTU EdeX Teaching and Learning Grant 2025-2026

1. Introduction

- 1.1 NTU EdeX Grants are designed to promote the development of the quality of teaching and the student learning experience in higher education. The EdeX Teaching and Learning grant provides monetary support for scholarly projects that seek to improve teaching and student learning by using methods of systematic inquiry and making the results known to the campus community and beyond.
- 1.2 Grant holders are identified with the intention of exploring, examining, and develop significant learning strategies that are new (not necessary original in a global context) and based on the findings of current pedagogical research into effective learning and teaching in higher education. They are intended to foster a broader culture in the University that nurtures and supports that primary objective. They are also designed to promote faculty involvement in the scholarship of teaching and learning, leading to educational impact (via academic publication and/or otherwise).
- 1.3 Grant holders will implement their projects in the courses or programs that they teach (lectures, tutorials, laboratories, etc) and evaluate their outcomes and effectiveness. It is desirable, though not mandatory, for the projects to be undertaken by a team, rather than by individuals.
- 1.4 While all proposals are welcome, and will be considered in all aspects of university teaching and learning, specific sub-themes will be identified for special consideration and emphasis.
- 1.5 The amount awarded to each grant will normally be up to \$40,000 but grants of smaller amounts will be considered favourably. **The period of support is up to 18 months from the award of the grant.**
- 1.6 EdeX Grants will not be awarded to projects that should normally be supported by Schools, such as the development of new courses, course reviews, projects already under the TEL initiative, and so on.

2. Themes

- 2.1 There are three themes to choose from:

- a) Encouraging learner agency in a complex and uncertain world**

Students who are graduating from higher education today will live in a world where there are wars, geopolitical conflicts, pandemics, inequality, poverty, technological transformations, among other qualitative and sweeping changes. How do we prepare them for such a world? How would we prepare them with skills like agility, flexibility, resilience, social responsibility, global citizenship, empathy, compassion, and curiosity, for example, such that they might thrive and flourish and make a positive impact on a world in flux?

- b) Using digital technologies for critical and creative thinking**

Many, though not all, parts of our world today are increasingly digital. In recent decades, digital technologies have undergone rapid advancements, exacerbated by recent developments and proliferation of artificial intelligence technologies. Scholars, educators, and commentators have pointed the promises and pitfalls of such technologies, their constraints and affordances, while others have argued and speculated that our overreliance on such technologies will ultimately

lead to the cultural decline and erosion of critical and creative thinking skills. How do we ensure that the potential externalities of such technologies might be avoided? How might digital technologies be used to enhance criticality and creativity in higher education?

c) Playful learning in higher education

Is the point of teaching and learning in higher education limited to grades and jobs? Are there other possible aims of teaching and learning in higher education? What if we taught students in such a way as to cultivate their own interest in the subject matter, to stimulate their intrinsic motivation in a topic, to foster their curiosity about a concept, for example? How might students in higher education learn how to learn through play? How might faculty teach students so that they might *want*, out of their interest and volition, to continue learning about something? Ultimately, how might higher education become a more playful space—a space for exploration, experimentation, and collaboration?

NB. The EdeX panel will also consider applications that do not necessarily come under these themes if they address current issues and strategies in NTU Education 2025.

- 2.2 EdeX grants are to be used to support the successful development, implementation, evaluation, and dissemination of initiatives that involve sustainable change in teaching and learning. Proposals that involve significant start-up costs or hardware components could be co-funded by Schools and Colleges. **(Please note that the EdeX grant itself cannot be used for the purchase of hardware.)** It is intended that the roll-out implementation thereafter will have the full support of the Schools as part of their operational and formal offerings in the program/subject/course curriculum.
- 2.3 While there is no quota for any Schools, it is intended that such grants for teaching innovations be supported by all in the pursuit of teaching excellence. Preference will be given to projects that have a clear intention to enhance the quality of learning for students.

3. Applicant Eligibility

- 3.1 Application is open to all full-time staff members of NTU.
- 3.2 We strongly encourage the formation of a project team when submitting the EdeX proposal. Team members can be other faculty members from the same or different Schools. It can also include non-faculty members (like technical staff) and industrial or business partners. The roles of such team members must be meaningful, and their contribution to be clearly documented.
- 3.3 Priority will be given to applicants who have previously not received an EdeX Grant. We strongly encourage PIs who have received the EdeX Grant to apply for other educational research grant such as the MOE Tertiary Research Fund (TRF) Grant and MOE Science of Learning (SoL) Grant.

4. Application, Selection and Award

- 4.1 The PI of the EdeX grant application is required to complete the Forms in **Annex A**. In addition, the PI (along with the team, if needed) is encouraged to contact the EdeX Grant Administrator (EdeXGrant@ntu.edu.sg) to obtain comments and guidance on the preparation of their grant application.

- 4.2 PIs without prior experience with managing research grants are strongly advised to collaborate with a Co-PI who to draw on their research experience.
- 4.3 The completed form should be a maximum of **6 A4 pages** (minimum 11-point font – Arial or Times New Roman; minimum margins of 2cm) excluding the Endorsement. No additional appendix should be included apart from those listed in the Application Form.
- 4.4 All applications must be endorsed by the Chair of the School with whom the PI is associated. Completed applications can be submitted electronically via RISE (<https://fibi.ntu.edu.sg>), with the Application Form included in the attachment section. Within the Application Form, digital endorsements by the Dean and Chair will be accepted.
- 4.5 RISE will route your application to your School's Research Support Office (RSO), then to the Associate Chair Research (HOD) for approval before it reaches the EdeX Grant Administrator (GM). Do submit your application early to accommodate the additional time that might be needed for the workflow and approval process in RISE.
- 4.6 A new research account needs to be created for new grant holders for the disbursement of grant money upon completion of the Data Management Plan (DMP). Please contact your school's RSO for more information on this process.
- 4.7 Applications will be considered by the EdeX Selection Panel. Shortlisted applicants will be notified and asked to **prepare a 10-minute pre-recorded video presentation**. This will be followed by an invitation to **attend a 10-minute Q&A session by the panel**. The Panel will comprise:
- Representative from each College (including TEA Fellows)
 - Representative LKCSOM
 - Representative from NIE
 - Director, CTLP or delegate
- 4.8 The Panel will consider the following criteria in considering applications:
- The project has significant purpose in improving student learning.
 - The project draws on the scholarship of higher education learning and teaching.
 - The methodologies are clear and achievable.
 - The outcomes of the projects are clear.
 - The project-generated knowledge is relevant and accessible to a higher education audience.
 - The requested budget is appropriate.
 - The project fits within the theme.
- 4.9 Upon notification of award, do work with your respective School Research Support Admin colleagues and EdeX Grant Administrator to create the project funding WBS account number in

RISE. Inform the EdeX Grant Administrator once the project WBS is generated. The awarded EdeX funds will be released to the project WBS under the PI.

5. Budget Proposal and Project Management

- 5.1 Projects should be completed within an **18-month** period or less from the time of the grant award. Project extensions may be granted upon application, with justification and/or proposals for new related endeavours.
- 5.2 PIs are responsible for all aspects of managing the project including the hiring of personnel and management of research funds, which must comply with the respective School's policy and guidelines.
- 5.3 Indicate the breakdown of the proposal budget and the detailed justification for each budget item in the Application Form. Detailed justifications must be provided for all resources required to successfully complete the project (e.g., explanation of why budget items are needed, how they will be used). Adherence to budgetary norms is expected in all areas. Otherwise, the proposal may be rejected.
- 5.4 Requests for funding towards open access journal publication and conference registration fees must be prudent, comprising a modest portion of the total funds granted.
- 5.5 Only conference registration fees are eligible for funding under this grant. **Travel-related expenses will not be funded.** Additionally, only conferences that peer review abstracts will be taken into consideration for funding.
- 5.6 All research involving students as research subject require IRB approval. It is the responsibility of the PI to apply for IRB approval. Approval is not required upon submission of the proposal. We strongly advice to apply the IRB early to avoid delays in starting your study.
- 5.7 All monies will be disbursed upon award of the grant. In order to help awardees with the financial planning, PIs will need to submit a Budget Phasing form upon award of the grant and completion of the Data Management Plan (DMP).
- 5.8 Requests for variations, including budget virement, project extension, changes to project scope, or changes in PI or Co-PI, must be submitted through **RISE**. These requests should include justifications and be accompanied by evidence of satisfactory progress. Requests for an increase in funds will not be considered, as the awarded funds are final. A request for a project extension must be accompanied by a progress report that outlines the current status of the project and includes milestones achieved. The maximum duration for a grant extension is limited to 6 months, unless there are compelling reasons for a longer extension.

6. Obligations of Project Grant Awardees

- 6.1 All successful grant holders will be expected to commit to the following:
 - a. **An Annual Progress Report** is due one year from the date the grant is awarded. In the event that the project is shorter than one year, only a Final Report is required.
 - b. **A Final Report (including a Financial Statement of Account)**, to be provided within one month from the project closing date, as specified in the award letter. The Final Report will

document the project findings, deliverables, and communicate how the insights or outcomes have broader applicability beyond the study context, reaching the wider University community. This report will be produced for distribution at the Showcase and made available to the wider University community.

- c. **Public sharing**, which may include peer-reviewed publications, books, journals, articles, newsletters, brochures, posters, online artefacts (such as reflection pieces, blogs or work samples), conference materials, webinars, case studies and reports. The aim here is to maximize the potential educational impact of EdeX projects, thus if research teams have creative, experimental ideas about how to do this that do not fall into any of the aforementioned methods, please write to EdeXGrant@ntu.edu.sg for a discussion.

7. Support Available and Useful Resources

- 7.1 (Pre-submission) To assist applicants in formulating their proposals, applicants may arrange a consultation with CTLP academic developers. Please contact email EdeXGrant@ntu.edu.sg to schedule a review of your preliminary or draft proposals.
- 7.2 (Post-award) Regular meetings (6-monthly) may be held during the course of the project to discuss project progress and issues, if necessary.
- 7.3 For resources on Research Information System Resources (RISE), kindly visit RISE webpage (<https://fibi.ntu.edu.sg/>) or contact RISE via ServiceNow -> Research Services -> Ask RISE@NTU.
- 7.4 All research involving the use of human subjects (or human participants) must be reviewed and approved by the NTU's Institutional Review Board (NTU-IRB) before they are conducted. For further information, kindly visit the NTU-IRB webpage (<https://www.ntu.edu.sg/research/research-integrity-office/institutional-review-board>) or reach out to NTU-IRB at irb@ntu.edu.sg.
- 7.5 On NTU Data Management Policy, please visit <https://libguides.ntu.edu.sg/rdm/dmp>.

8. Important Dates

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|------------------------------------|--|
| Applications Open | 24 February 2025 |
| Grant Briefing Session | 24 February 2025 (see Section #9 for information) |
| Application Closing | 02 June 2025 |
| Presentation of shortlisted grants | 04 – 05 August 2025 (to be confirmed) |
| Results announcement | By mid-September 2025 |
| Project commence | 01 October 2025 |
| Project completion | 31 March 2027 |

9. Grant Briefing Session

- a. An online information session will be held on Monday, 24 February, from 12pm to 1pm. This session will provide details of the grant, examples of grant projects and information about support available for designing SoTL projects.
- b. Please sign-up here to receive the meeting invitation and link: <https://ntu-sg.zoom.us/meeting/register/vyXU0vYuQgqDXxMzvhwf2A>

Annex A: Application for NTU EdeX Teaching and Learning Grants 2025-2026 (please remove text in blue)

| | |
|--|--|
| 1. Project Title (15 words max) | |
| 2. Project Summary (up to 250 words) | |
| Keywords (up to 5 keywords) | |

| 3. Research Team | | | |
|---|---|------------------------------|--|
| i) PI Please attach a 1-page CV of the PI in Appendix B. Include academic qualifications, work experience, relevant grants and publications | Name with e-mail address and telephone | School | Details of previous Grant Awarded (up to 3) |
| | | | |
| ii) Co-PIs & Collaborator Please attach a 1-page CV of all Co-PIs in Appendix B. | Name | Role and Contribution | Details of previous Grant Awarded (up to 3) |
| | | | |
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| | | | |

*We strongly recommend that PIs without prior research experience collaborate with colleagues with research experience to help with research design and project management. Please attach the PI and all project members' CV as part of this grant application form.

4. Types of application

This research proposal is a:

- New Application
- Resubmission (Eligible for those who have been advised by the EdeX panel reviewers in a previous grant call to revise and resubmit. Not eligible for previously rejected proposals.)
- Continuation of existing grant

If this is a resubmission, please describe succinctly, in no more than 150 words, how this proposal has been adjusted:

5. **Theme**

Please select the relevant theme that you are applying for:

- Theme 1: Encouraging learner agency in a complex and uncertain world
- Theme 2: Using digital technologies for critical and creative thinking
- Theme 3: Playful learning in higher education
- Others (specify) _____

6. **Please complete the following, under the sub-headings. Please keep this section to 5 pages.**

- i. Describe the **project aims**. What problem(s) in teaching and learning are you trying to solve and how this project will address it? What are your research question(s) and/or hypotheses?

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| ii. Explain how the aims of the project are informed by <u>relevant literature</u> (e.g. scholarship of teaching & learning, educational / pedagogic research, etc.) |
| iii. Describe the methods and procedures of the study (e.g. How would you recruit your participants? What are the steps involved? How would you collect the data?) Briefly mention how you intend to analyse the data collected. |
| iv. What are the expected outcomes of the study in terms of student learning? How will you know if the project has been successful in achieving the intended outcomes? |

v. How will the project-generated knowledge be disseminated to share, communicate, and/or translate its findings and insights, and mobilize its potential for adoption and adaptation by others?

vi. Provide a summary of the proposed project activity and associated timeline

Use a Gantt Chart to illustrate your project timeline (below shows a sample Gantt Chart). The same Gantt Chart should be used to show your progress in the Annual and Final Progress Report.

Please factor in any delays that you may face when applying for IRB. Also incorporate the time needed to generate the intended deliverables into your timeline.

| *Milestones | Year 1 | | | | Year 2 | |
|--|--------|----|----|----|--------|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 |
| IRB Application | █ | | | | | |
| Development of materials for project | | █ | | | | |
| Pilot Implementation | | █ | █ | | | |
| Data analysis | | | █ | █ | █ | |
| Second phase implementation | | | | █ | █ | |
| Generate Deliverables (i.e. Annual/Final Report, develop manuscript and relevant artefacts, submission to conference/journal publication). | | | | | █ | █ |

vii. Provide an overall budget for the research. Please fill in Appendix A for a detail breakdown of the items.

*Note: Funding can be provided for research assistant, facilitation of workshops, focus groups (and other related activities); it cannot be used for capital items, leased items (e.g. PCs) or international travel. Please check with your school’s finance office to ensure that the items are budgeted are permitted and within the appropriate category.

Please allocate the conference registration fees under OOE (Other Miscellaneous Costs). Once the PI receive confirmation email from the conference organiser that the submission is accepted, a variation request is necessary to transfer the allocated funds for conference to OST (Conference).

| Vote | Budget Requested | | Total (\$) |
|------------------------------------|------------------|--------|------------|
| | Year 1 | Year 2 | |
| A. EOM | | | |
| B. OOE – Materials and Consumables | | | |
| B. OOE - Subject/Volunteer Payment | | | |
| B. OOE – Journal Publication Fees | | | |
| B. OOE – Miscellaneous Cost | | | |
| Total budget | | | |

7. Associate Chair (Research) Endorsement

The Associate Chair Research (ACR) must approve the application. When submitting an application through RISE, make sure it gets routed to ACR for approval before reaching the Grant Manager (GM). To streamline the application process, ACR endorsement on the application form is not required if the application is approved by ACR via RISE.

| | |
|-----------------------------|-------|
| Signature: Name: | Date: |
|-----------------------------|-------|

8. Chair of School Endorsement

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|-----------------------------|-------|
| Signature: Name: | Date: |
|-----------------------------|-------|

Appendix A : Detailed Budget

*PIs are reminded to check with your school’s Research Support Office to ensure that items budgeted are permitted and within the appropriate category. Any changes in category requires a submission of a grant variation via RISE and is subject to approval by the Director of CTLP and the Deputy Provost (Education). Please see **Appendix C** for our recommended budgeting guidelines.*

EOM

| Staff Category | No. | Cost per head | Year 1 (\$) | Year 2 (\$) | Total (\$) |
|-------------------|-----|---------------|-------------|-------------|------------|
| Student assistant | 15 | \$10/hour | 500 | 800 | 1300 |
| Subtotal | | | | | |

* Please consult with your school’s research office on the hiring process to ensure proper budgeting. Most PIs encounter problems when hiring staff due to administrative issues.

*Based on previous applicants, we strongly do not recommend hiring full-time staff due to the grant duration and lengthy hiring process involved. If you wish to hire a full-time staff, please provide a strong justification

Justification

Student assistant (SA) – We intend to hire 10 SA to assist with the data collection in year 1 and 5 SA to assist with data collection in Year 2. The SA will be deployed around various locations in campus to collect data through observation field notes.

Year 1 - \$10/hour x 10 SA x 5 hours = \$500

Year 2 - \$10/hour x 5 SA x 8 hours = \$800

OOE - GST to be included, where appropriate

| Item | Year 1 (\$) | Year 2 (\$) | Total (\$) |
|------------------------------|-------------|-------------|------------|
| Materials & Consumables | | | |
| | | | |
| Subject/Volunteer Payment | | | |
| | | | |
| Training/ Miscellaneous Cost | | | |
| | | | |
| Journal Publication Fees | | | |
| | | | |
| Grand Total | | | |

Justification

*Please provide justification for each category. Any item above \$2,000 requires a strong justification. If a vendor will be engaged, kindly provide a quotation.

*Please consult with your school's research office on the hiring process to ensure proper budgeting. Most PIs encounter problems when hiring staff due to administrative issues.

*Based on previous applicants, we strongly do not recommend hiring full-time staff due to the grant duration and lengthy hiring process involved. If you wish to hire a full time staff, please provide a strong justification

*You should clarify your strategic approach to selecting conferences for attendance and presentation. This process should consider factors like the conference's relevance to your research, the intended audience, and potential opportunities for collaboration or networking. It's important to note that the conference you ultimately present at may differ from what is initially proposed.

*You should provide justification for the payment of journal publication fees, particularly given the availability of alternative open-access journals that do not necessitate payment. You may indicate the specific journal or a selection of journals you intend to target. This will help elucidate the type of publication you are considering and offer insight into the associated fees requested.

January 2025 (v1)

Appendix B: CV

Appendix C: Guidelines on Budgeting

EOM (Manpower)

Student Assistant (Degree) - \$10/hour
Student Assistant (Masters) - \$15/hour

OOE (Materials & Consumables)

Items or services (e.g., reference materials, subscriptions) are allowable only if these are directly related to the project. PIs should consult with their respective Schools and/or the university on the availability of such items/services to ensure that amount funded are utilise appropriately.

OOE (Subject/Volunteer Payment)

Surveys - \$5-\$10 / per survey
Individual Interviews or Focus Group - \$10/hour

For accountability, we recommend that PIs reimburse participants using vouchers / gift cards (e.g., Starbucks). PIs are to keep a record on the voucher distribution. We generally do not recommend reimbursement for transport / food allowance unless strong justification is provided.

OOE (Journal Publication fees)

Please ensure that requests for funding towards journal publication fees are reasonable, constituting a modest portion of the total funds granted. Specify the intended journal and provide details of the associated fees.

OOE (Miscellaneous)

Transcription

Simple transcribing (one-on-one or one-on-two) - \$35 / audio-hour
Simple transcribing (with translation) - \$56 / audio-hour
Classroom talk / focus group (>3 participants) - \$60-80* / audio-hour
**remuneration is based on complexity of the recording*

Conference Registration fees

Please allocate the conference registration fees under OOE (Other Miscellaneous Costs). Once you receive confirmation email from the conference organiser that the submission is accepted, a virement request is necessary to transfer the allocated funds for conference to OST (Conference).

Requests for funding towards conference registration fees must be prudent, comprising a modest portion of the total funds granted. **Travel-related expenses will not be funded.** Only conferences that peer review abstracts will be considered.

Not fundable under EdeX Grant

Equipment – computer, recording devices, cameras, Raspberry Pi
Teaching Release
Course development fees