**Innovation in technology enhanced learning - Proposal form**

*This form is to support the development of innovation projects in TEL that either need:*

* *People resources (faculty or service department support) or*
* *Financial resources (subscription cost, training cost etc)*
* *Or may affect existing learning environments (infrastructure, software or equipment).*

*See the inTEL process flow for more information. This document can be found:* [*http://www.acu.edu.au/staff/our\_university/learning\_and\_teaching/inTEL*](http://www.acu.edu.au/staff/our_university/learning_and_teaching/inTEL)

*The completion of this form is the responsibility of the academic/s initiating the project. Those who may support you in completing this form are:*

* *Faculty eLearning representatives (where available)*
* *Learning and Teaching Centre eLearning Advisors or Educational Designers*
* *National Lecturers in Charge*
* *Heads of School*
* *Peers*

**Overview**

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| **Project title** |  |
| **Date submitted** |  |
| **Academic project lead/contact person** |  |
| **Other project members (if applicable)** |  |
| **Faculty/school** |  |
| **Technology (if known)** | *What is the technology you’d like to use?* |
| **Unit code and unit name (or course)** |  |
| **How many students will be impacted by the innovation?** |  |
| **Estimated teaching period for implementation** | *Semester 1 etc.* |

**Learning and teaching**

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| **What learning and teaching need do you have that you think will be supported by technology?** |
| *(Feel free to Copy and Paste from the Innovation in technology enhanced learning- Pre-questions document if you completed it)* |
| **How will learning and teaching in your unit be enhanced by using the technology you have in mind?** |
| *(Feel free to Copy and Paste from the Innovation in technology enhanced learning- Pre-questions document if you completed it)* |
| **What function of learning and teaching will the technology be used for?** |
| *E.g.*   * *Assessment* * *Learning activities* * *Facilitating communication* * *Efficiency for teaching administration* * *Peer review* |
| **Is there a comparable LEO tool that will achieve your aim?** |
| *(Feel free to Copy and Paste from the Innovation in technology enhanced learning- Pre-questions document if you completed it)*  *See the* [*LEO Guides*](http://www.acu.edu.au/staff/our_university/learning_and_teaching/technology_enhanced_learning/leo_guides) |
| **How is the suggested technology unique/better than currently existing LEO tools?** |
|  |
| **What support resources (for student and staff) do you anticipate will be required? What support resources currently exist?** |
| *Videos, how to guides, training…*  *If no support exists, describe what support is needed and who is going to create/provide it.* |
| **Have you seen this technology used successfully elsewhere?** |
| *Please provide relevant links or details.* |

**Communication**

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| **Aspect** | **Details/comments** |
| Who have you consulted with in your School/Faculty/Directorate in preparing this proposal? |  |

**Resourcing**

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| **Aspect** | **Details/comments** |
| Does this technology involve a subscription cost? Is the subscription on a per student head count?  What options have you considered for how it may be funded? |  |
| Does this technology involve equipment purchases? By ACU? By students? |  |
| Are there administration support requirements? | *For faculty, IT, LTC etc* |
| Who will support you and other teaching staff with technical support? |  |
| Who will support your students with the technology? |  |

**Technical and data privacy**

*Consult with your faculty eLearning representative or Teaching and Learning Centre eLearning advisor (or equivalent) if you require support in answering these questions.*

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| **Aspect** | **Details/comments** |
| Is it a web based tool accessed via URL? or  Is it an app installed on a device (e.g. mobile or tablet?) or  Is it software installed on a computer (PC/MAC)? | * *If it is a web-based tool, what web browsers are supported? (Chrome, Explorer, Opera, Firefox)* * *If it is an app on a device, what operating systems are supported? (Android, iOS etc)* * *If it is software installed on a computer, what operating systems are supported? (Windows, Mac OS X)* |
| What is the intended use of the tool?  Will it be used for student-created content?  Will the content be public or private? Are students given a choice?  Do you predict any copyright implications? |  |
| In setting up the tool, what information do students need to provide?  As students use the tool, what data does the technology capture and retain? |  |

**Additional questions if tool used for marked assessments**

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| **Aspect** | **Details/comments** |
| How will records of student engagement/works/submissions be kept? |  |
| Is the technology reputable and used by other institutions? |  |

**Evaluation and sharing**

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| **Aspect** | **Details/comments** |
| How will you measure the achievement of your project’s goals? | *Specific qualitative and quantitative measure you will use.* |
| How will you share the results of your trial/project/innovation?\* |  |
| Do you see any wider benefits to other disciplines? (please suggest) |  |

*\* LTC representatives within the inTEL Advisory Group are always seeking to share examples of innovations as case studies and can help you and your Faculty/School capture and share the learning from your project.*

**Other**

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| **Include here any relevant details that have not been covered** |
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It is the responsibility of project team to ensure their proposal is consistent with ACU policy and guidelines <http://www.acu.edu.au/policy/learning_and_teaching>.