

Financial Guidelines for Scholarship of Teaching and Learning (SoTL) funding

The purpose of the SoTL-funds is to provide lecturers with an opportunity to research their own teaching-learning praxis in a scientific manner in order to improve teaching and learning, expand their research and deliver research outputs. In the process, teaching and learning praxis as well as student learning should improve. SoTL-funds are made available for the empirical research of registered SoTL-projects.

The table below clearly stipulates the criteria for the use of SoTL-funds. This should be clearly reflected in your budget when applying for SoTL-funding.

Table: Criteria for utilisation of SoTL-funding

Research Process	Example of activities for which SoTL-funds can be utilised
Data collection	<ul style="list-style-type: none"> • Language editing of questionnaires • Photocopying of questionnaires • Statistical consultation • Recording of data • Expenditure with regard to interviews/focus groups for example: refreshments for participants, documentation, etc.
Data analysis	<ul style="list-style-type: none"> • Statistical analysis of quantitative data • Transcription of interviews and other qualitative data • Coders and co-coders • A facilitator for interviews for example where an independent person (which is not a staff member or a research assistant) are used for the collection of qualitative data. • Software applicable to data analysis
Reporting of findings	<ul style="list-style-type: none"> • <u>Articles</u>: Expenditure as part of the preparation of articles will be refunded with proof of the submitted article (e.g. language editing, technical editing of tables and figures). The article must be an output of the specific SoTL-project.

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- Page fees in journals where articles are published
 - Conferences: Registration fees and accommodation for the duration of the conference will be paid with proof of acceptance of abstract.
 - Funding available: International Conference – R15 000, National Conference – R10 000.
 - The output must be an output of the specific SoTL-project.
 - Travelling and accommodation (for conferences, meetings etc. except if it is directly linked to the data collection process and must be motivated clearly).

Other

- AdHoc-payment for research an assistant (not for lecturer replacement).
 - Technology requests will be evaluated according to the direct relevance to the research problem and teaching innovation.
 - Stationery (specified)
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- **The following activities are NOT funded through SoTL funds:**
 - Professional membership fees (the researcher is personally responsible for membership fees in the case where a SoTL-article is submitted to a journal where membership fees are required).
 - Personal studies (M & PhD) are NOT funded through SoTL funds. SoTL is not a bursary fund. No expenditure which is directly linked to personal studies can be funded through SoTL funds except activities which are directly linked to the empirical research and are clearly stipulated in the budget. Examples of post graduate expenditure include: photocopying of thesis or dissertation, study visits (to mentor or study leaders), conferences, other training sessions etc.
 - Lecturer replacements.
 - No computer, laptops, printers or tablets

Funds will be monitored and managed from the faculty/schools' financial office for accurate management and reporting on the spending of the funds **according to SoTL criteria as well as UCDP grant financial guidelines**. It is the responsibility of the researcher to send a progress report, including a financial report, twice a year (June and November).

Progress reports must be sent to: jessica.pool@nwu.ac.za

SoTL-funds are audited yearly and all proof of expenditure must be kept with your financial officer according to NWU financial guidelines. After completion of the SoTL-project a final financial report must be handed in at the SoTL-office.