

**Application for SoTL funding 2020-2021**

Section A: Cover page for SoTL proposal

|  |  |
| --- | --- |
| Full name and surname of principle investigator | Click or tap here to enter text. |
| Title | Choose an item. |
| Faculty | Choose an item. |
| 2nd Faculty if it is a cross faculty project | Choose an item. |
| School/Entity | Click or tap here to enter text. |
| Position | Choose an item. |
| Teaching responsibilities (list the modules that you teach as well of the number of students) | Click or tap here to enter text. |
| Date of CTL SoTL workshop attendance  | Click or tap to enter a date. |
| Date of consultation with SoTL project manager (CTL) | Click or tap to enter a date. |
| Date of scientific committee approval  | Click or tap to enter a date. |
| Name of scientific committee  | Click or tap here to enter text. |
| Date of approval by ethics committee | Click or tap to enter a date. |
| Name of ethics committee | Click or tap here to enter text. |
| Full title of the research projectClick or tap here to enter text. |

Section B: Research team

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role** | **Name** | **MC** | **PC** | **VC** |
| Principle Investigator (PI) | Click or tap here to enter text. |[ ] [ ] [ ]
| Co-Investigator/s (Co-Is) | Click or tap here to enter text. |[ ] [ ] [ ]
|  | Click or tap here to enter text. |[ ] [ ] [ ]
|  | Click or tap here to enter text. |[ ] [ ] [ ]
|  | Click or tap here to enter text. |[ ] [ ] [ ]
|  | Click or tap here to enter text. |[ ] [ ] [ ]
| Independent mediators  | Click or tap here to enter text. |[ ] [ ]   |
|  | Click or tap here to enter text. |[ ] [ ] [ ]
|  | Click or tap here to enter text. |[ ] [ ] [ ]
|  | Click or tap here to enter text. |[ ] [ ] [ ]
|  | Click or tap here to enter text. |[ ] [ ] [ ]
| Independent research administrator  | Click or tap here to enter text. | [ ]  | [ ]  | [ ]  |
|  | Click or tap here to enter text. |[ ] [ ] [ ]
|  | Click or tap here to enter text. |[ ] [ ] [ ]
|  | Click or tap here to enter text. |[ ] [ ] [ ]
| Research assistant (eg. Post graduate student | Click or tap here to enter text.Click or tap here to enter text. |
| Independent transcriber | Click or tap here to enter text. |
| Coder | Click or tap here to enter text. |
| Co-coder | Click or tap here to enter text. |
| Statistical consultant | Click or tap here to enter text. |

Using a research team in SoTL research

How will you handle the power relation as lecturer and as researcher with the students?

* Gatekeeper: School directors and Gate keeper committee;
* Support committee (mediators); Somebody that the students trust, not involved with the research, students have access if there are question or problems. The mediator can also observe the research and therefore reflect on problems.
* Independent person / research administrator: obtaining the informed consent, to ensure confidentiality and anonymity.

Theme of research project

**Clearly indicate the theme of your research by marking (x) the box which best describe the focus of your research**

|  |  |
| --- | --- |
|  |  |
| Curriculum transformation/renewal |[ ]
| Assessment for student learning |[ ]
| Technology enabled learning |[ ]
| Other (explain briefly) |[ ]
| Click or tap here to enter text. |

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| **Section E : Certification** |
| **Signature** | **Date** |
| **Applicant** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| **School Director/ Research Director** (acknowledgement of being informed of proposed project)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

Section C: SoTL project proposal

# Introduction and Background (Theoretical framework)

Provide background to the proposal and explain the relevance of this project towards the improvement of teaching and learning in higher education (3-4 pages). Clearly describe the problem, context and relevance. What did other researchers do/found/questioned? Include relevant and recent scientific literature.

Click or tap here to enter text.

# Problem Statement

State the main research problem clearly within the context of the module or programme.  **(± 150 words).**

Click or tap here to enter text.

# Purpose of the project

The purpose need to be very specific: what, with whom, to determine what

The purpose of the study is to …

# Research Questions

The research question must link with the problem statement, aims and objectives of the study. The research question posed is ….?

Click or tap here to enter text.

# Aims and Objectives

The aim of the study is to...

The objectives of the study are to...:

Click or tap here to enter text.

# Research design and methodology

Methodology is the systematic theoretical analysis of the methods used in a study. Identify and motivate the paradigm this study is anchored in (e.g. phenomenology, constructivism, interpretivism, interpretive description design).

Research design is a set of methods and procedures used in collecting and analyzing data. Give an explanation of what kind of research you are planning to do: Qualitative research, Quantitative research, mixed methods approach, critical participatory action research including the phases: explanatory / exploratory / sequential etc.

Make sure that you distinguish between normal teaching-learning activities and research activities. Students participate in normal teaching-learning activities as part of their studies, but any additional use of information or instruments to gather data on their experience or performance should be described as research activities for which informed consent is needed. Do not describe in detail WHAT you are going to do in class. Describe the research process.

Click or tap here to enter text.

## Population and Sample

Prove an exact description of who the target population is (usually all the students registered for a specific module, or all the students participating in a specific event). This refers to an all-inclusive voluntary purposive sampling. Be specific about inclusion and exclusion criteria.

Click or tap here to enter text.

## Sampling process

*If the same sample is used throughout, provide a full description and if the sample changes for each phase of the research, make sure you indicate and describe it for each phase individually. Provide a detailed description of the recruitment and informed consent.*

*For SoTL research the recruitment process needs to be executed in a specific way.*

* *Details of the research need to be share with the students at least 2 weeks before consent is asked, e.g.: A document with detail information on the proposed research will be placed on the eFundi module site 2 weeks before the classes commence. Students will receive an email notification of the information on the eFundi site to read before the classes start.*
* *The informed consent form will also be available on the eFundi site so that the students can read through it ahead of time.*
* *At the end of the first contact sessions, when the teaching and learning activities are completed, the researcher (lecturer) will explain the research to the students. The researcher will then leave the classroom. The research administrator will hand out the informed consent forms, explain the process and give students the opportunity to ask questions. The students who are not interested to participate will have the opportunity to leave the classroom. Students can then sign the form together with the co-researcher and place the form in a box.*
* *The research administrator will complete a list of the students who agreed to participate and allocate a code number to each participant. These codes will be used during the research.*

Click or tap here to enter text.

## Research methods

*Suggestion: Present the research process in a flow diagram to clearly indicate how the research will take place. Describe each phase separately describing the instrument (clear description of the instrument, how it was developed and validated), data collection (full description of where, when and how the data will be collected) and analysis (specific description of the type of analysis applicable to quantitative and qualitative methods planned). Remember the lecturer (researcher) cannot collect the data, co-workers will assist with this. Include detail about storage of the data and be specific on how you will ensure confidentiality and anonymity.*

Click or tap here to enter text.

# Quality and rigor of the research

*Explain in detail how you are going to test for reliability and validity for quantitative research and how you are going to address all aspects of trustworthiness (credibility, confirmability dependability, transferability) for qualitative research.*

Click or tap here to enter text.

# Bibliography / References

# Detailed time frame

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Start date of empirical research | Click or tap to enter a date. |
| Recruitment and informed consent | Click or tap to enter a date. |
| Data collection | Click or tap to enter a date. |
| Analysis of findings | Click or tap to enter a date. |
| Report writing | Click or tap to enter a date. |

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| Section D: Initial Budget – see the Financial Guidelines for SoTL funding  |
| Account | Account Description | Item | Motivation | Amount |
| 1301 | AD HOC Salary Payments (research assistance – NOT for lecturer replacement  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2056 | Professional Fees (Statistical Consultation Services; Transcribing of data, Coding and Co-coding etc. ) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2251 | Stationery and Office Supplies additional to normal operational budget | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2252 | Photocopying e.g. Questionnaires, informed consent etc. (Cartridges, Paper) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2254 | Specialized Printing (Outsourced) (Detailed motivation)  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2257 | Course Material Costs (Develop new Study Material)  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2352 | Tuition Supplies/ Consumables (used in class) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2553 | Travel (for data gathering) e.g. ODL and cross campus projects | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2852 | Refreshments (motivate clearly)  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Proposed conference attendance: Provide specific details on the conference (Name of conference, theme, date of conference and closing date of abstract submission).  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Research output expenses e.g. language editing, page fees etc. Provide name of possible journal.  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Other | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Total | Click or tap here to enter text. |