

Disbursement of ALTC Award Monies

ALTC Australian Awards for University Teaching – 2011 Guidelines

Section 9.6 Allocation of Award Monies:

The Award monies are awarded as a prize or disbursed, whether for a citation, Program Award, Teaching Award or the Prime Minister's Award, to the **recipient's institution** to be used to:

1. Advance the career/s of the recipient/s
2. Provide additional resources to support their teaching or activities related to the award
3. To assist the individual/team to disseminate good practice in learning and teaching

In the case of a Program Award with a number of institutions as partners the nominating institution will need to enter into an understanding with the partner institutions regarding the sharing of the prize money.

It should be noted that the authoritative documents are the notification letter to the Vice-Chancellor/Chief Executive Officer or delegate, and the Acknowledgement of Receipt of Award Payment signed by them and returned to the ALTC.

UNE Procedures

At UNE, 20% of the monies are retained centrally to assist in resourcing ongoing support of award applicants. The remainder may be spent at the discretion of the winning staff member or team in accordance with the ALTC guidelines above. Any items purchased such as software or resources remain the property of UNE.

To ensure monies are spent according to the ALTC guidelines, each winning team or individual is to complete the "ALTC Award Disbursement Form". The completed form must be signed by the Head of School/Cost Centre, and forwarded to the UNE ALTC Contact Officer. DVC authorization is required prior to any expenditure being incurred. Sufficient detail of proposed expenditure is required to ensure the ALTC ICO can declare that the proposal complies with the ALTC guidelines. The Head of School/Cost Centre will then be responsible for oversight of the expenditure as it occurs.

Where appropriate, award recipients may be profiled on the Faculty website or in the Learning and Teaching in Focus publication as to the benefits to themselves and UNE achieved from the various expenditures.

Some Suggestions that comply with the Guidelines

- 1. Advance the career/s of the recipient/s**
 - Attend a workshop or conference as part of professional development (Australia or overseas)
 - Undertake a training course
 - Observation visit to an institution leading in the field
 - Staff exchange
- 2. Provide additional resources to support their teaching or activities related to the award**
 - Purchase of specialist software or programming support for learning materials/resource development
 - Hiring of staff or time release for development of the program or unit
 - Purchase of books or journal subscription
- 3. To assist the individual/team to disseminate good practice in learning and teaching**
 - Attend a workshop or conference to present on the topic
 - Presentation at another institution or event
 - Backfill of staff time required for presentations/workshops (if extensive)
 - Production of resources for information dissemination, e.g. web site, booklets, fact sheets

This list is not exhaustive and other activities that comply with the guidelines may be put forward by the award winner.

ALTC Award Disbursement Form

Completed form signed by Head of School/Cost Centre is to be **forwarded to the ALTC Institutional Contact Officer**, Cathryn McCormack, TLC. No expenditure may be undertaken prior to all signatures being obtained.

Individual/Team Information

Individual/Team Leader	
Team Name	

Disbursement Budget

Person/Location	Amount to be disbursed:	\$8,000	Month/Year
Person/Location	Item	Amount	Month/Year

Person/Location: Name of person for whom funds are to be spent, e.g. person attending a conference
OR location of where items purchased will be stored, e.g. School/Centre as owner of purchases

Item: Description of item the funds will be spent on, e.g. conference attendance (include name), purchases etc

Amount: Estimated amount of the item

Month/Year: Estimated date of the expenditure, e.g. May 2012

APF Account Code (if available):

Declarations

Individual/Team Leader

I acknowledge discussion has been held with the team regarding disbursement of monies, that any items purchased will remain the property of UNE, and declare that funds will be spent as described above.

Signature:

Date:

Head of School/Cost Centre

I acknowledge responsibility for supervision of the expenditure as described above.

Name:

School/Cost Centre:

Signature:

Date:

UNE Institutional Contact Officer – Cathryn McCormack

I declare the above expenditure to be within the ALTC guidelines for disbursement of award monies.

Signature:

Date:

Senior Deputy Vice-Chancellor and Deputy Vice-Chancellor (Academic) - Professor Graham Webb

I authorize the disbursement of ALTC Award Monies as described above.

Signature:

Date: