

# Disbursement of ALTC Award Monies

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## ALTC Australian Awards for University Teaching – 2009 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 and the 'Acknowledgement of Receipt of Award Payment', signed by the Vice-Chancellor 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. PVC (Academic) authorization is required prior to any expenditure being incurred.

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 fit the Guidelines

- 1. Advance the career/s of the recipient/s**
  - Attend a workshop or conference as part of professional development
  - 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 license
  - Purchase of programming support for learning materials
  - 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

# ALTC Award Disbursement Form

Completed form signed by Head of School/Cost Centre is to be **forwarded to the ALTC Institutional Contact Officer**, Professor Belinda Tynan. No expenditure may be undertaken prior to approval by the PVC (Academic).

## Individual/Team Information

<b>Individual/Team Leader</b>	
<b>Team Name</b>	

## Disbursement Budget

Item	Amount to be disbursed:	\$8,000	Date	Account Code
	Person/Owner	Amount		

Item: Description of item the funds will be spent on, e.g. conference attendance, purchases etc  
 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  
 Amount: Estimated amount of the item  
 Date: Estimated date of the expenditure  
 Account Code: Account

## Declarations

### Individual/Team Leader

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Head of School/Cost Centre

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

Name: \_\_\_\_\_ School/Cost Centre: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### UNE Institutional Contact Officer – Professor Belinda Tynan

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Pro-Vice Chancellor (Academic) – Professor Eve Woodberry

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_