|  |  |
| --- | --- |
| **This application form must be accompanied by your Textbook Proposal Form and supporting documentation, along with the following:** | |
|  | Signed confirmation of support in applying for funding from the lead applicant’s college |
|  | Signed proposal declaration from College Dean or Associate Dean and all applicants |

## PROPOSAL INFORMATION

|  |
| --- |
| **Proposed textbook title** |
| **Lead author(s)/editor(s) names** |
| **Proposal summary**  Explain the textbook proposal and its expected benefits—for example what problem will you address? What opportunities will you provide?—in a way that can be understood by a multidisciplinary panel and readers outside of the University (maximum 100 words).  Note: Should your textbook proposal be funded, this summary will appear on ANU Press’s website. |
| **Proposal aims**  How do the key aims of your proposal align with the priority area(s) and criteria of the ANU Teaching Enhancement Grants (ANUTEG) Scheme? (available at <https://services.anu.edu.au/education-support/awards-grants/anu-vice-chancellors-teaching-enhancement-grants>) |
| **Proposal approach**  Outline and justify the methods and steps to be used (maximum 750 words). Be sure to address the ANUTEG assessment criteria and mention any existing textbook proposals that you will build upon or test. |
| **Proposal timeline**  Outline the timetable for your textbook proposal, including reporting. Add new rows as necessary.   |  |  | | --- | --- | | **Date** | **Activity** | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |
| **Dissemination strategy**  How do you plan to encourage uptake of this textbook by students and teachers? Will the potential audience for this textbook stretch beyond ANU and, if so, how do you intend to spread the word of this resource to those audiences? |

## PROPOSAL BUDGET

|  |
| --- |
| **Total funding requested (up to $10K)** |
| **Budget**  Include copyediting, indexing, copyright permissions, software development, images etc. Please consult the [ANU VC Teaching Enhancement Grants Scheme Guidelines](http://services.anu.edu.au/education-support/awards-grants/anu-vice-chancellors-teaching-enhancement-grants) to ensure that items requested are allowable.  If an item is funded from another source, indicate that source in the funding source column. If the source is the fellowship, leave blank.  Post the dollar value of items only, not cents. Values are to be in Australian dollars.  Please note, the author will be responsible for all ongoing costs beyond the Grant.  Add new rows as necessary.   |  |  |  | | --- | --- | --- | | **Item** | **Funding Source** | **Amount** | |  |  |  | |  |  |  | | **Total requested** | |  | |
| **Have you received funding for this or for a similar textbook proposal?**  If yes, please provide details. |
| **Budget justification**  Fully justify each budget item requested in terms of need and cost.  In justifying your budget, ensure that you explain the personnel costs in terms of expertise required.  Maximum 500 words. |
| **Do you confirm that none of the applicants have a personal involvement with any of the suppliers concerned with the production and distribution of the work?**  Yes (compulsory) |

## PROPOSAL ENDORSEMENT

By signing this form, the Dean or Associate Dean of the applicant’s college confirms that:

* The application has the support of the lead applicant’s college
* The college undertakes to provide support to complete the textbook proposal as described in the application
* Any equipment/software requested in the application lies outside of college budget allocations
* The application has been discussed with the college’s Dean.

|  |  |
| --- | --- |
|  |  |
| **Name and signature of Dean or Associate Dean** | **Date** |

|  |  |
| --- | --- |
|  |  |
| **Your signature (lead applicant)** | **Date** |

|  |  |
| --- | --- |
|  |  |
| **Additional applicants name and signature** | **Date** |