**FORM AITIG-2025**

**UCT AI Teaching Innovation Grants 2025**

**(Intention to submit due by \_\_\_\_\_\_\_\_\_\_ and proposals due \_\_\_\_\_\_\_\_ 2025)**

*Additional details about the grants are available at the end of the form*

These grant aims to support innovative applications of Artificial Intelligence (AI) in teaching and learning, advancing both UCT’s educational impact and the UCT AI framework.

We welcome proposals that are well-researched, thoughtfully budgeted, and focused on high-impact applications with measurable outcomes. Successful applications will be awarded grants between R25,000 and R100,000, with a project timeline of up to 12 months.

A limited number of grants are available, therefore those meeting the requirements will be considered.

Please note the following process if you wish to submit an application:

1. Send an email indicating your **intention to submit** by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Attend a **briefing session** on **\_\_\_\_\_\_\_\_\_**where the criteria for selection of successful applications will be discussed.
3. Submit the **final application by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

All correspondence by email to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (email address)

No late, incomplete or retrospective applications will be accepted.  If you have not received confirmation of receipt of your application within 3 working days, please follow up with\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Successful applicants will be required to submit a brief indication of their progress three months into their projects, submit a final financial and written report on what has been achieved and to disseminate the outcomes of the project within UCT. through seminars, demonstrations or a presentation at the Teaching and Learning Conference.

**FORM AITLG: UCT AI Innovation Grant**

**PROJECT PROPOSAL FORM**

**Section 1:  Details of project leader**

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| 1.1 Name:   |
| 1.2 Title:    |
| 1.3 Department and Faculty:   |
| 1.4 Email:   |
| 1.5 Telephone:   |

**Section 2: Details of proposed project**

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| **2.1  Project Title**   |
| **2.2  Short description (not more than 5 lines)**  |
| 2.3 How does your proposed project align with Vision 2030?  |
| 2.4  What is the educational issue or challenge being addressed by this project?   |
| 2.5  How do you intend this project to address the educational issue or challenge?    |
| 2.6  Please explain how your project is innovative in the context of your discipline?   And / Or   Please show how your project responds to at least two of the UCT AI in Education framework principles:           |
| 2.7 Are you aware of whether the AI tool or AI innovation project you are proposing has been developed elsewhere, and if so, how your proposal differs?    |
| 2.8   List the expected project outcomes and how each will be evaluated.    |
| 2.9   What resources resulting from this project could be shared with others?   |
| 2.10   How will your project outcomes or findings be disseminated at UCT (or beyond)?   |
| 2.11   What plans do you have for sustaining the funding of the project beyond the period of this grant (if sustained funding is necessary)?   |
| 2.12 If you intend using the grant to purchase AI licencing software, describe: the software, who will use it, how often the AI licencing software will be used and whether you know how to use it. Have you applied to your departmental or faculty software budget? Have you considered open-source software?        |
| 2.13 If you intend using the grant to involve students or tutors: describe the role of the students or tutors and describe what they will do.          |
| 2.14 If you intend using the grant to buy in external specialist expertise: describe what they will do and whether CHED or other UCT units could provide the expertise.   |
| 2.15 If you intend to use the grant to test AI tools for teaching and learning (i.e for marking, chatbot, personal use of ChatGPT for curriculum redesign). Please specify on your plan.  |
| 2.16 Please provide a project timeline with details for the updates at 3,6,12 month mark.        |

**Section 3:  Project Team Members Details**

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| **3.1** Provide the names of all persons involved and their roles in the project              |
| **3.3   Educational Development Awards and grants received** Please provide details of any current or previous educational development awards or grants received by members of the project team (for example, Innovation in Teaching grants, UCT teaching grants, Teaching with Technology Grants; Open Educational Resource Grants).    |

**Section 4: Funding**

Please note|:

*Funding for equipment will only be considered under exceptional circumstances and any equipment purchased will remain the property of your department.*

*No conference attendance and travel will be supported.*

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| 4.1 Provide a budget including detailed line items between R25 000 to a maximum of R100 000.  If your budget is greater than R100 000 please indicate which line items, you are proposing to cover with this grant.           |
| 4.2   Give details of any approaches that have been made to other funding sources.       |

**Section 5: HOD/Dean Support Signature**

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| 5.1    Signature and comment of line manager, HOD or Dean       | 5.2 Date  |

**6. Project leader signature**

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| --- | --- |
| 6.1    Signature       | 6.2 Date  |

**Proposal Artificial Intelligence**

To align with UCT’s Vision 2030 and the guiding principles set by the UCT AI in Education Framework and endorsed by the Online Education Sub-committee, grant proposals must adhere to foundational principles that ensure AI applications are both ethical and impactful.

This framework emphasises UCT's commitment to responsible AI use, focusing on providing guidance for effective integration, fostering AI literacy, safeguarding the integrity of educational practices, and encouraging curriculum review that thoughtfully incorporates AI where appropriate.

The focus of this framework is:

* To provide guidance on the responsible and effective use of AI in education at UCT
* To promote AI literacy and ethical use among students and staff
* To ensure the integrity of teaching, learning, and assessment in an AI-mediated environment
* To promote reviewing curricula that accommodates AI technologies appropriate to the discipline
* To consider the potential of AI technologies to support innovation in teaching and learning

The AI Innovation grantoriginated as a critical initiative under the “Innovation” pillar within UCT’s broader AI in Education Framework. This grant underscores the ethos of fostering meaningful AI-driven teaching and learning advancements, aligning directly with the framework’s goals.

AI-enabled innovation in teaching and learning is premised on leveraging the affordances of these emerging tools to enhance teaching and learning as well as considering how these tools may offer potential responses and solutions to UCT’s institutional imperatives, such as supporting multilingualism, curriculum change and redesign assessment, advancing digitally enabled education and supporting student success.

To achieve this, UCT needs to give attention to developing and prioritising use cases that speak to teaching and learning imperatives and to critically evaluate AI tools. As a multi-purpose set of widely available technologies, some staff and students are already finding and implementing AI for various use cases, including building custom bots for personal and course-level use, using AI as personal tutors, experimenting with AI tools for marking, grading and feedback, and using tools for developing course materials and assessments.

However, to move beyond pockets of localised use and to ensure this use is ethical and responsible, this framework promotes a co-ordinated and institutional approach to managing responses to AI-enabled innovative projects. This ensures that the potential benefits are made available to a larger number of people and that investments in innovation projects are appropriately scaled for efficiency and to maximize investments. Any institutional projects would also need to adhere to existing policies regarding procurement, privacy and ethical use.

Collaboration

Proposals that focus on the inclusion of multiple voices of both lecturers and students as well as other stakeholders who are involved in AI and its impact on teaching and learning. They may include community members, employers, professional organisations etc. Applications should focus on student co-creation of courses and content with the potential to address problems that could be managed through the affordances of AI tools and applications.

Exclusions

Proposals for research projects will not be accepted. These grants are specifically for teaching and learning, should there be an element of researching an AI tool, that is allowed but the grant is allocated for testing and exploring AI that can possibly be implemented.

Funding:

We are offering between R25 000 to R100 000 for staff support and related costs for a period of one year.

Funding will not be provided for attending conferences and equipment will only be funded if a strong motivation is provided for how and why it will contribute directly to curriculum change.

Intention to submit is due by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Final decisions will be made by the committee during\_\_\_\_\_\_\_\_\_\_\_\_. Successful applicants will be required to submit a brief indication of their progress three months into their projects and submit a final financial and written report on what has been achieved and to disseminate the outcomes of the project within UCT, through seminars, demonstrations or a presentation at the Teaching and Learning Conference.

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APPLICATION:

The grants are open to UCT staff working in any discipline

**How to apply**

Intention to submit should be submitted to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attend a briefing session on 10 June 2024

Grant application proposals prepared according to the TGA2 formshould be submitted to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_(email) by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Staff interested in submitting a proposal can discuss their application with Dr Glenda Cox prior to their submission for informal feedback and any advice needed in addition to the briefing session.

For more information, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_For administrative queries please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Terms and conditions**

* The grant period is effective for 12 months. Grant monies may only be paid into an official university fund administered by a UCT department or faculty.
* Grant proposal submissions may only be made by UCT permanent staff members.  If you are not a permanent member of UCT staff, please approach a permanent member for inclusion as the PI.
* If possible, all outputs arising from grant funding will be licensed under a Creative Commons Attribution (CC BY) International 4.0 licence.  (For more information on Creative Commons Licensing please speak to Glenda Cox)
* Grant holders will be required to do a short presentation on the process, most likely at the annual UCT Teaching and Learning Conference.
* Grant holders will be required to submit a first quarter report outlining plans and on completion another brief report describing the project and its context, as well as challenges experienced and how these were overcome.