10 phases in producing a VC L&T or AAUT application  
(Some phases will necessarily overlap)

1. **Do some serious homework and choose a category**
   Find out all you can about the VC L&T award categories, and/or the AAUT categories, and make your choice of category for application. This could involve talking to your Associate Dean Teaching and Learning (ADTL), the Awards and Grants Consultant with CLD, accessing the website Guidelines (CLD or the AAUT) or reading past applications stored with CLD. Read the CLD produced document *Advice to ECU Applicants* for suggestions on writing a good application. Time spent reflecting on what needs to be included in an application is time well spent.

2. **Start gathering evidence** (this phase may require several years of endeavour by you)
   Read the CLD produced document *Gathering evidence to support a Teaching Excellence application*. Then, gather together all the evidence you can muster concerning your UTEI results, all endorsement comments, previous award recognition and any other evidence that indicates your teaching is effective. *A teaching portfolio is a good vehicle for storing your evidence!*

3. **Choose your referees and mentors (not required for all award categories)**
   Choose your referees wisely and ‘coach’ them on such things as the nature of the category in which you are applying and the published guideline requirements in your chosen category. Keep your referee loosely informed of your progress and your deadlines. Arrange with CLD to have a mentor allocated to you. The mentor could be a past award winner, a dedicated colleague, your ADTL or a member of CLD. Keep in regular touch with your mentor.

4. **Make a timeline**
   Write a timeline that shows the key required milestones as you write and re-write up to the point of submitting your application. *This list of 10 phases should help you with your timeline!*

5. **Carefully decide on a presentation style for your application**
   *This is a critical step! Seek advice!* Take a preliminary look at the sample applications held by CLD. Consider things such as number of columns (one or two), font and font size, heading hierarchy and wording, footers and headers, how to display quotes, and how to display examples. Again refer to the separate document *Advice to ECU Applicants* for ideas.

6. **Write your first draft addressing the criteria in your chosen category**
   Write a first draft in rough version by including placeholder comments that refer to all the pieces of information that you will develop over time. Seek advice from your mentor on your progress so far. *Take careful note of the page limit imposed by the relevant guidelines!*

7. **Write subsequent drafts (this is necessarily an iterative process)**
   This may happen 3, 4 or more times and on each occasion the details of your application will grow and mature. It will surprise you! Keep your mentor involved in this iterative phase! Keep adding all your painstakingly gathered pieces of evidence. Find a good impartial proof reader. At some point re-read the document *Advice to ECU Applicants* and check that the advice given is well represented in the overall coverage and impact of your application.

8. **Submit the formal VC L&T or AAUT application form and a digital photo to CLD**
   You will be provided with the correct form and the photo requirements by CLD.

9. **Produce your supporting materials (not relevant to all categories)**
   In the Teaching Excellence and PEL categories you may be asked to produce a separate ‘supporting materials’ submission that supplements your application. You may also be able to produce a complementary website as well as the 10 pages. Contact CLD to organise a website URL for you.

10. **Final checking and submission of the application**
    Follow the final production steps as outlined by CLD. CLD will then print the required number of copies and send your application to the AAUT by the due date.