UCALGARY TEACHING & LEARNING GRANTS
Review Form & Adjudication Rubric
Master (DI, SoTL, EdL)

Thank you for agreeing to adjudicate for the University of Calgary, Teaching and Learning Grants Program.

Our adjudication and review process is intended to be constructive and collaborative, and our primary goal is to support applicants. As reviewers, we ask that you consider both strengths and areas for improvement. We also acknowledge that *context matters* in teaching and learning scholarship, so invite you to ask questions from a place of curiosity when reviewing.

For each section of the review form, we ask that you:

- Choose a score using the rubric. Options include: excellent (no revisions needed); minor revisions (can be completed in under 30 minutes); needs improvement (will likely require further research, consultations, or discussions); or absent.
- Optional: You are invited to identify strengths for each section, and add any questions or ideas for improvement in the box provided.

To prepare you for your adjudication committee meeting in the Review Summary section, we ask that you summarize the application's strengths and gaps/ideas for improvement.

If you have difficulty completing your review, please contact TLgrants@ucalgary.ca for assistance.

G. PROJECT DESCRIPTION

G1. _Prompt:_ Describe how your project is grounded in the University of Calgary teaching and learning context. To establish how your proposed project is relevant to student learning at the University of Calgary, explain how it emerges from your local experiences in teaching and learning in an academic course or program. 250 words (3 points). (Required)

- ⭕ **3 – Excellent:** Provides a clear and detailed description of relevance to student learning at UCalgary and makes explicit links to UCalgary teaching experience.

- ⭕ **2 – Minor revisions:** Provides a clear description of relevance to student learning at UCalgary and makes explicit links to UCalgary teaching experience. Some detail is lacking.

- ⭕ **1 – Needs improvement:** Description of relevance to student learning at UCalgary is unclear, links to teaching experience are unclear. Substantial detail lacking or intention unclear.

- ⭕ **0 – Absent:** Description of relevance to student learning at UCalgary is absent, links to teaching experience are absent.

Please identify strengths, questions or ideas for improvement for this section (optional):

G2. _**Prompt:**_ Describe how your project aligns with the area(s) of focus of the UCalgary strategic initiatives you indicated in question 3 of section *D.* UCalgary is committed to supporting scholarship in these key areas of focus. How will your project strengthen one or more of these priorities? 250 words (3 points). (Required)

- ⭕ **3 – Excellent:** Provides a clear and detailed description of contribution to, and alignment with a strategic area(s) of focus.

- ⭕ **2 – Minor revisions:** Provides a clear description on alignment with and contribution to area(s) of focus. Some detail lacking.

- ⭕ **1 – Needs improvement:** Description of alignment with, and contribution to, specified areas of focus is unclear and detail lacking.

- ⭕ **0 – Absent:** Description both of alignment with, and contribution to, the specified areas of focus are absent.

Please identify strengths, questions or ideas for improvement for this section (optional):

G3. _**Prompt:**_ Identify the development or innovation, scholarship of teaching and learning (SoTL), and/or educational leadership in teaching and learning that you will pursue through your project, and the specific goals, opportunities and/or challenges you hope to address. Demonstrate how existing pedagogical scholarship informs this work, and explain how your work is situated within the field. 1000 words (3 points). (Required)
For development or innovation projects – What is the novel approach you will develop through this work? How will you use this approach to improve student learning?
For SoTL projects – What is the question or goal about teaching and/or student learning you will pursue through this project, and how will the project help to better understand or improve student experience?
For educational leadership projects – How does your project support your colleagues in developing their teaching and learning skillset, and how will you ensure this work has a broad impact on teaching and learning across campus?

- ⭕ **3 – Excellent:** Provides a clear and detailed description of the development or innovation, question to be pursued, and/or educational leadership initiative to be pursued. Explicitly situates the project within the field using relevant references to existing scholarship. Clearly explains how this scholarship is expected to improve student learning or experience.

- ⭕ **2 – Minor revisions:** Provides a clear description of project to be pursued. Situates the project within the field using relevant references to existing scholarship. Clearly explains how this project is expected to improve student learning or experience. Some detail is lacking.

- ⭕ **1 – Needs improvement:** Description of the project to be pursued is unclear. Detail is lacking or project is not properly situated within the field (some relevant references are missing). How project is expected to improve student learning or experience is unclear.

- ⭕ **0 – Absent:** Description of the project to be pursued is largely absent and no reference is made to existing scholarship. How the project is expected to improve student learning or experience is absent.

Please identify strengths, questions or ideas for improvement for this section (optional):

G4. **_Prompt:_** Identify the activities you will undertake for your project and clearly describe how they align with, and contribute to, the project you identified above. Specify the innovation, interventions, or activities you will create or use. For SoTL projects, include the kinds of evidence and/or information to be gathered or generated, how they will be gathered or generated, and the methods or approaches you will use to analyze the evidence gathered. For educational leadership projects, discuss the kinds of engagement you seek, and the methods or approaches you will use to engage colleagues in this initiative. 1000 words (3 points). (Required)

- ○ **3 – Excellent:** Provides a clear and detailed description of the activities that will be undertaken to support the project. Activities described are relevant, appropriate and achievable.

- ○ **2 – Minor revisions:** Provides a clear description of the activities that will be undertaken to support the project. Activities described are relevant, appropriate and achievable. Some detail is lacking.

- ○ **1 – Needs improvement:** Description of the activities that will be undertaken to support the project unclear, or some activities described are likely not relevant, appropriate or achievable.

- ○ **0 – Absent:** Description of the activities that will be undertaken to support the project absent.

Please identify strengths, questions or ideas for improvement for this section (optional):

G5. **_Prompt:_** Describe how you will engage students in your project, including their roles and activities and how you will recognize their contributions. Scholarship is strengthened by the inclusion of all relevant perspectives, particularly those of learners, at the center of teaching and learning experiences. How will you include these perspectives in your project? 250 words (3 points) (Required)

- ○ **3 – Excellent:** Provides a clear and detailed description of the activities that will be undertaken by students to support the project. Students are active, engaged and recognized contributors to the project.

- ○ **2 – Minor revisions:** Provides a clear description of the of the activities that will be undertaken by students to support the project. Students are active and engaged contributors to the project. Some detail is lacking.

- ○ **1 – Needs improvement:** Description of the activities that will be undertaken by students to support the project is unclear. Substantial detail is lacking, or student participation is passive and largely unrecognized.

- ○ **0 – Absent:** Description of the activities that will be undertaken by students to support the project is absent.

Please identify strengths, questions or ideas for improvement for this section (optional):

G6. ***Prompt:*** Describe the impact your project will have on improving teaching and student learning, and link this impact back to your question and the context you described above. Explain how your work will benefit others; how you will share your findings locally and beyond, and how these impacts will be sustained beyond the funding period for the project. What would successful completion of your project look like: how would it affect the context you described? How would it provide helpful responses to the question described? How will teaching and learning at the University of Calgary—other academic courses, educators, and contexts—benefit from your project's activities, instruments, or findings? Specify how you will disseminate your findings. 500 words (3 points). (Required)

- ○ **3 – Excellent:** Provides a clear and detailed description of the expected impact of the project on student learning, both now and in the future. Alignment with goals/opportunities/challenges is explicit. Plan for dissemination is clear.

- ○ **2 – Minor revisions:** Provides a clear description of the expected impact of the project on student learning, both now and in the future. Alignment with goals/opportunities/challenges is apparent. Plan for dissemination is present. Some detail is lacking.

- ○ **1 – Needs improvement:** Description of the expected impact of the project on student learning is unclear, or on-going viability is not considered. Alignment with goals/opportunities/challenges is unclear. Plan for dissemination is lacking.

- ○ **0 – Absent:** Description of the expected impact of the project on student learning is absent.

Please identify strengths, questions or ideas for improvement for this section (optional):

G7. ***Prompt:*** How have you included consideration of principles of equity, diversity, inclusion, and accessibility (EDIA) in the design and execution of your project? Incorporation of the principals of EDIA strengthens communities and has been shown to improve the quality, social relevance and impact of scholarship and practice. How will you strengthen your work by following these principles? 250 words (3 points). (Required)

- ○ **3 – Excellent:** Provides a clear and detailed description of how the principles of EDI have been incorporated into both the design and execution of the project.

- ○ **2 – Minor revisions:** Provides a clear description of how the principles of EDI have been incorporated into both the design and execution of the project. Some detail is lacking.

- ○ **1 – Needs improvement:** Description of how the principles of EDI have been incorporated into both the design and execution of the project is incomplete. Substantial detail is lacking, or some principles of EDI have not been considered.

- ○ **0 – Absent:** Description of how the principles of EDI have been incorporated into both the design and execution of the project is absent.

Please identify strengths, questions or ideas for improvement for this section (optional):

G8. *Prompt:* Do you wish to receive the $5,000 Emerging Scholar Supplement? (Yes | No)

    G8.1. *Prompt:* I If yes, please describe the role of the emerging scholar on your team in this project, and explain how participation in this project will benefit the development of their skills and knowledge in the scholarship of teaching and learning. Please do not include identifying information such as team member names in this answer. Instead, please reference the person's role (e.g. "grad student") without mentioning names.

    The applicant has clearly described the benefits to an emerging scholar participating in the project (Required)
- ☐ Yes
- ☐ No

    Please identify strengths, questions or ideas for improvement for this section (optional):

H. Supporting Documentation

H1. *Prompt:* If needed, you may upload one PDF document with relevant graphics and figures. If you have pilot projects or work that will inform this research project, please include this here (max. 2 pages).

H2. *Prompt:* Please list full citations for all sources cited above using a citation style relevant to your context

    Please identify strengths, questions or ideas for improvement for this section (optional):

I. Timeline

I1. *Prompt:* Please fill out the provided timeline for your project in the form of a Gantt chart. Export as a PDF, review formatting, and attach it with your proposal. Note: The timeline for grant activities should be April 1 – May 31. (Required)

- **3 – Excellent:** Provides a clear, detailed, and reasonable description of the expected activities and duration. Strong alignment with project goals.

- **2 – Minor revisions:** Provides a clear description of the expected activities and duration. Good alignment with project goals. Some detail is lacking.

- **1 – Needs improvement:** Description of the expected activities and duration is unclear, or not reasonable. Alignment with project goals is unclear.

- **0 – Absent:** Description of the expected activities and duration is absent.

    Please identify strengths, questions or ideas for improvement for this section (optional):

J. Budget

J1. _**Prompt:**_ Does your project currently have funding from other internal or external sources? (Select Yes/No)

> **J1.1.** _**Prompt:**_ If yes, please indicate the fund source or sponsor, the corresponding fund amount and the funding period. Please clearly outline the need for additional funds. (Required)

Please consider the response to question J1.1. in your review of the following question (J2.)

Please identify strengths, questions or ideas for improvement for this section (optional):

J2. _**Prompt:**_ Please fill out the provided budget summary table. Include a detailed estimate of expenditures with a rationale for how all spending will support the project's goals. Export as a pdf, review formatting, and attach with your proposal. Note: The timeline for budget spending should be April 1 – May 31. If requested, the emerging scholar supplement should be included in the total funds requested. (Required)

- ⭕ **3 – Excellent:** Budget is clear, detailed, justified, and reasonable. A brief rationale is provided for every expenditure, with a clear explanation of how each expenditure will support the project's goals.
- ⭕ **2 – Minor revisions:** Budget is clear, justified, and reasonable. A brief rationale is provided for every expenditure, with a clear explanation of how each expenditure will support the project's goals. Some detail is lacking.
- ⭕ **1 – Needs improvement:** Budget is unclear, unjustified, or unreasonable. Alignment with project's goals unclear.
- ⭕ **0 – Absent:** Description of the budget and expenditures is absent. There is another source for funding, and the need for additional funds is not justified (as identified in J1.1.)

Please identify strengths, questions or ideas for improvement for this section (optional):

Review Summary

Use this section to summarize your feedback to prepare you for your adjudication committee meeting

Application Strengths (Required)

Application gaps or ideas for improvement (Required)

Additional comments (Optional)

Additional Reviewer Feedback

Reviewer Comments (optional): *We welcome any ideas for improvement of the grants application or reviewer rubric and process.*