**UCALGARY TEACHING & LEARNING GRANTS**

Application Overview  
Master (DI, SoTL & EdL)

All University of Calgary Teaching & Learning Grants applicants can use the following application overview to develop their application content prior to submitting their responses through the online system. If you have any questions or difficulties while completing your proposal, please contact [TLgrants@ucalgary.ca](mailto:TLgrants@ucalgary.ca) for assistance.

Sections A-E will be used for the administration of the grant. This information will not be shared with the adjudication committee.

# Eligibility

*See the UCalgary Teaching & Learning Grants website for more information on eligibility requirements*

* Will grant funds be used only for expenses incurred by University of Calgary collaborators on a project? (Select Yes/No)
* Will the Principal grant-holder (PGH) be continuously employed by the University of Calgary for the duration of the proposed grant? (Select Yes/No)
* Are you currently a PGH of a UCalgary Teaching and Learning Grant? (Select Yes/No)
  + If yes, will your current grant be complete, including submission of the final report and closure of your project, prior to the start of this grant (April 1)? (Select Yes/No)

# Principal Grant Holder (PGH)

* Last name
* First name
* Faculty or Unit
* Department
* E-mail

# Project Team

For each member of the project team, provide:

* Last name
* First name
* Role (Co-PGH, Co-Applicant)
* Institution
* Faculty or Unit
* Department
* E-mail

# Leadership Approval

Please note that each Faculty has its own rules around who is able to provide leadership approval. Please check with the Principal Grant Holder’s Faculty if you are unsure of who this person should be.

* Name
* Email
* Faculty or Unit
* Role
* Signature

# Signature

Expectations of Teaching and Learning Grant Holders

I, the undersigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree to:

* + Determine if it is required to apply for **ethics certification** or **exemption**. Complete mandatory **ethics training** if necessary. Consider ethics during each stage of your project.
  + Complete the provided **project request form** and submit it to the Research Services Office (RSO) by June.
  + Implement their project activities. Please note that it is generally expected that your proposed project will be modified based on feedback from the REB. Any major **changes to the proposed activities** must be requested in writing to [tlgrants@ucalgary.ca](mailto:tlgrants@ucalgary.ca).
  + Spend their budget in alignment with the project’s proposed activities according to University of Calgary policies and rules (see links on the website [here](https://taylorinstitute.ucalgary.ca/grants/current-grant-holders#information-supports)). Any major **changes to the proposed budget** must be requested in writing to [tlgrants@ucalgary.ca](mailto:tlgrants@ucalgary.ca).
  + Submit a mandatory **Final Report** Form (found on the [website](https://taylorinstitute.ucalgary.ca/grants/current-grant-holders#closing-your-grants-project)) within one month of the project’s completion.
  + Reconcile all expenses ahead of the closing date and close their project with Finance.
  + Celebrate their successes, and share the results of their completed project with relevant audiences.
  + Participate in the adjudication of University of Calgary Teaching and Learning Grants applications.
  + Join, if interested, the [UCalgary SoTL community](https://teams.microsoft.com/l/team/19%3At6QlUgPDlLgzxzkhkkI8GTHcVu-yMNhtlN1DxYDa5l41%40thread.tacv2/conversations?groupId=b75ff4c0-bf1d-4e5c-bbfe-2b40eec9b44a&tenantId=c609a0ec-a5e3-4631-9686-192280bd9151) on MS Teams
  + Attend, as possible, gatherings of grant recipients.

PGH Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sections F-K will be shared with the adjudication committee. **Please do not include any identifiable information, such as project team names.**

# Project Information

## Project Title

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## Project Duration

* Two-year project
* Three-year project

## Total Requested Budget

* $10,000 maximum for two-year project, or $15,000 with emerging scholar incentive
* $40,000 maximum for three-year project, or $45,000 with emerging scholar incentive

## Select one UCalgary Teaching & Learning [Grant stream](https://teaching-learning.ucalgary.ca/research-and-recognition/teaching-and-learning-research/teaching-and-learning-grants#streams):

If multiple streams are relevant to your project, please select the one that best aligns with your primary objectives.

* Development and innovation (DI)
* Scholarship of teaching and learning (SoTL)
* Educational leadership (EdL)

## Select one or more UCalgary Teaching & Learning Grant [areas of focus](https://teaching-learning.ucalgary.ca/node/74#areas-of-focus) that apply:

## *See the UCalgary Teaching & Learning Grants website for more information on areas of focus*

* Equity, inclusivity, diversity, and accessibility
* Experiential learning, work-integrated learning and undergraduate research
* Land based learning & Indigenous Ways of Knowing
* Community well-being and mental health
* Online and blended learning
* Sustainability and global engagement
* Entrepreneurial thinking and Innovation
* Open Educational Resource (OER)
* Program innovation and renewal
* Course Development and Innovation
* Transdisciplinary teaching and learning
* Community-engaged teaching and learning
* Graduate student mentorship and learning experiences
* Academic integrity & ethics
* Professional learning in higher education

## **Have you reviewed the Ethics in the Scholarship of Teaching & Learning Guide** (<https://taylorinstitute.ucalgary.ca/resources/ethics-scholarship-teaching-and-learning>) in preparing your application? (Select Yes/No)

## **Abstract** (250 words)

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# Project Description

## 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).

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## Describe how your project aligns with the [area(s) of focus](https://teaching-learning.ucalgary.ca/research-and-recognition/teaching-and-learning-research/teaching-and-learning-grants#areas-of-focus) of the UCalgary strategic initiatives you indicated in question 5 of section F. 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).

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## Identify the development or innovation in teaching and learning, 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).

* + 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?

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## 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).

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## 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).

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## 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).

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## 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 principles 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).

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## Does your project team include an emerging scholar**?** An emerging scholar can be a graduate student, academic staff, support staff, or postdoctoral scholar listed as a member of your Project Study Team that is participating in a UCalgary Teaching & Learning Grant for the first time. (Select Yes/No)

## In an effort to encourage scholars to develop their skills in research and scholarship around teaching and learning, we are providing an Emerging Scholar incentive of $5,000 for successful applications that include emerging scholar(s). This individual must be new to the Teaching and Learning Grants program and not have received one previously. This incentive can be used for any eligible grant expense. This is in addition to the specified maximum award amount for two-year grants ($10,000) and three-year grants ($40,000). If you apply for this incentive, please ensure that you incorporate the $5,000 into your budget request and total funds requested.

## 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.

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# Supporting Documentation

## 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).

## Please list full citations for all sources cited above using a citation style relevant to your context.

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# Timeline

## Please fill out the provided timeline for your project in the form of a Gantt chart. Export as a pdf, review formatting, and attach with your proposal. Note: The timeline for grant activities should be April 1 – May 31. (available on the [grants website](https://teaching-learning.ucalgary.ca/applying-for-a-grant))

# Budget

## Does your project currently have funding from other internal or external sources? (Select Yes/No)

## 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.

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## 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 – March 31. If requested, the emerging scholar supplement should be included in the total funds requested. (available on the [grants website](https://teaching-learning.ucalgary.ca/applying-for-a-grant))

# Additional Questions - OER Focus Area *(ONLY if selected OER as an area of focus)*

If you have selected the Open Educational Resource (OER) area of focus, please complete the following questions

**For more information on OER or links to resources, please review the** [**resource guide**](https://libguides.ucalgary.ca/c.php?g=690048&p=5237489)**.** If you would like to discuss OER with a libraries and cultural services staff member, please [contact them](https://libguides.ucalgary.ca/c.php?g=690048&p=5189056) using this form**.**

## Have you already conducted a search for open educational resources that relate to your proposed OER project? You can access the [OER By Discipline Guide](https://doi.org/10.11575/PRISM/43933) or the [Open Course Matching Service](https://libguides.ucalgary.ca/guides/ocomms/requestform) for support in getting started with your OER search.

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| * Yes |  |  |
| * No |  |  |
| * Other: |  |  |

## Will you be adapting an existing OER, creating a new OER, or developing ancillary/supplemental materials (e.g. question banks, videos, sample exams, etc.)? (Select all that apply)

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| * Adapting an existing OER - | | | |  |  |
|  | URL(s) for existing OER: | |  | |  |
| * Creating a new OER | | | |  |  |
| * Developing ancillary or supplemental materials - | | | |  |  |
|  | Type: |  | | |  |

## It is expected that OER projects will be shared under a [Creative Commons (CC) license](https://libguides.ucalgary.ca/guides/copyrightopen). What Creative Commons License are you planning on applying to your OER project? (50 words)  *Note that the assignment of a CC license does not impact the creator’s copyright ownership of their work.*

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## Are there platforms or tools that you are currently considering for the development and release of your OER project? (50 words) *Note: If you are unsure, contact* [*Libraries and Cultural Resources*](mailto:oer@ucalgary.ca?subject=Taylor%20Institute%20Teaching%20and%20Learning%20Grant) *to discuss your options.*

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