TLIF SoTL Stream Grant Application

Refer to the [TLIF web page](https://www.kpu.ca/teaching-and-learning/tlif) for details about this fund, including eligibility, adjudication criteria, eligible expenses, and expectations of funding recipients. Submit this application form to tlif@kpu.ca

**SECTION A: APPLICANT/S DETAILS**

If you are applying as a group, the application form must be filled out by the principal applicant.

The principal applicant must be a regular faculty member at KPU.

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| **Principal Applicant Name** |  |
| **KPU Email** |  |
| **Faculty**  |  |
| **Department**  |  |

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| **Co-Applicant Names** |  |
| **KPU Email** |  |
| **Faculty**  |  |
| **Department**  |  |

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| **Co-Applicant Names** |  |
| **KPU Email** |  |
| **Faculty**  |  |
| **Department**  |  |

**SECTION B: PROJECT BACKGROUND**

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| **B1. Title of SoTL Project:**  |  |

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| **B2. Estimated Project Start Date** |  |
| **B3. Estimated Project End Date: [All TLIF project funding for the current fiscal year will end by March 10]** |  |
| **B4. Total Amount Requested**  | **SoTL Project/Research** **Maximum $3000** |  |
| **SoTL Dissemination** **Maximum $3000**  |  |

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| **B5. Project Abstract** Provide an abstract for the project (up to 100 words), which may be used for promotional purposes |
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| **B6. Description of Project:***Provide a full description of the project, including its aims, its significance, and its foreseeable impact within the KPU community (maximum one page)* |
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**SECTION C: SoTL PROJECT PROPOSAL PLAN**

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| **C1. Support Specific Goals of the Academic Plan** *The Teaching & Learning Innovation Fund (TLIF) is designed to support the Scholarship of Teaching and Learning at KPU. TLIF takes an inclusive approach by supporting a broad range of projects that advance the scholarship of teaching and learning at KPU (Academic Plan 2023) (Vision 2026). Please identify the specific goals of the Academic Plan that you intend to impact. Explain how the proposed project advances the goals of the academic plan. If your projects relate to multiple Academic Plan goals, list the applicable goals one-by-one.* |
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| **Academic Goal** | **Proposed Project Advance the Academic Goal** |
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| **C2. Research Design & Study** *Describe the research design of the SoTL project. Include applicable research questions, methodology, data collection and sampling methods.*  |
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| *Who are the intended participants of your study? If your study involves human subjects, please explain how you intend to safeguard the privacy of your participants, seek consent, and conduct your SoTL study in an ethical manner*  |
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| *If technology or specific software is required for the SoTL study, please provide details pertaining to technological equipment and tools, software, and digital platforms that you wish to use.* *Note: You must first explore, using KPU supported platforms as any new tools require rationale, funding, privacy, and security review prior to procurement. This can add significant delays to your project. In addition, if you plan to hire any professional services, we must ensure that the required support is not available in-house.* |
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| *Describe how the anticipated findings of the study will help improve your teaching & learning practice and scholarship. Explain how the results of the study will be shared, scaled, and enhance the teaching & learning practice of your students, your department/faculty at large and the wider KPU community gaols.*  |
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| **C3. Research Ethics Approval**  |
| *If the study does not require REB review, please provide a copy of the ethics exemption certificate. If the study requires REB approval, please attach a copy of the REB certificate. If your study has not received REB approval as yet, please provide the REB application reference number. If you have not submitted your REB application at the time of submitting the TLIF application, the adjudication of your application will not start until you submit the REB application submission reference number. TLIF grants will only be disbursed after your ethics application is approved.*  |
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| **C4. Student Assistants & Casual Contract Employees Hired as Research Assistants** *If you plan to use any of your funding to hire student assistants or casual contract employees, please complete the following section.*  |
| * *Confirm whether you read the information provided in* [*TLIF webpage pertaining to hiring student assistants or casual contract employees for SoTL projects*](https://www.kpu.ca/teaching-and-learning/tlif/sotl-stream)
 |
| Yes | No |
| * *Confirm whether you intend to hire student assistants OR casual employees (research assistants) for your SoTL study*
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| Student Assistants |  | Casual Employee |  |
| Complete this section if you are hiring student assistants  |
| * *Refer to hiring student assistants’ section in the TLIF website and review the standard job description for TLIF student assistants. Does the current student assistant TILF JD meet your requirements?*
* *If not, what else do you require them to do? Note: If you require work that is not included in this job description, we are required to create a new one and have it approved by HR and BCGEU prior to posting and hiring (this can take up to six weeks)*
 |
| Complete this section if you are hiring casual contract employees (qualified research assistants)  |
| * *Please note TLIF funds are intended to support students at KPU. If you intend to hire a casual contract employee instead of student assistants for a plausible reason, please provide the rationale for your choice. (Note: The adjudication committee needs to be thoroughly convinced to approve the use of casual contract employees for your project. Only in rare situations, proponents are approved to use casual contract employees who are expert research assistants.)*
* *Refer to hiring casual contract employees’ section in the TLIF website, review the standard job description for TLIF student assistants. Does the current research assistant TILF JD meet your requirements?*
* *If not, what else do you require them to do? Note: If you require work that is not included in this job description, we are required to create a new one and have it approved by HR and BCGEU prior to posting and hiring (this can take up to six weeks)*
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| ***C5. Budget*** *Provide a realistic budget (quotes or links to your pricing if available) with justification for each item. Please justify the role each item plays in your project. For larger projects, you may consider dividing the project to phase one and phase two. For types of expenses, please enter the cost in the “Amount” column and provide quotes as appropriate. As for student assistant wages, use the* ***TLIF Student Assistant Pay Calculator*** *to determine this. For casual contract employees, use the* ***Casual Contract Employee Pay Calculator****. These pay calculators can be found in the TLIF webpage pertaining to hiring student assistants or casual contract employees. See example below. Delete this example when you complete this form. Submit your budget items separately for SoTL creation and SoTL dissemination activities*  |
| **SOTL PROJECT /RESEARCH ACTIVITIES (Maximum Budget $3000)** |
| **Budget Item** | **Total Hours** | **Scale Level** | **Amount $** | **Justification** |
| e.g. Student or Casual 1 Wages | 100 | 1 | 2,822.04 |  |
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| **Total Budget for SoTL Project/Research Activities** |  |  |
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| **SOTL DISSEMINATION ACTIVITIES (Maximum Budget $3000)** |
| **Budget Item**  | **Amount $** | **Justification** |
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| **Total Budget for SoTL Dissemination Activities** |  |  |
| *Please list any additional funding (applied for, or received) for this project, as well as any in-kind support, or potential conflicts of interest.*  |
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| **C6. Timeline***Outline project tasks and the timeline of the project till March 10. Develop a Gant chart with a breakdown of project tasks and timelines.*  |

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| Activity  | Apr | May  | Jun | Jul  | Aug | Sep  | Oct | Nov | Dec | Jan | Feb | Mar |
| Activity #1  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity #2  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity #3  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Activity #  |  |  |  |  |  |  |  |  |  |  |  |  |
| End of Project  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Provide a rationale highlighting why the stated timeline is reasonable?* |
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| ***C7. Success Measures****List and describe specific benchmarks/metrics (provide at least 2-4) that will be used to assess the impact of the study.*  |
| List Benchmark/Metrics  | *Describe how specific benchmarks/metrics will be used to assess the impact of the project.* |
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| *Explain ways in which you evaluate your study to support iterative adjustments, expansion to others, discontinuation.*  |
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| **C8. Deans Endorsement** *Before submitting this application, inform the Dean of your Faculty. They will be contacted by TLIF grant admin team to endorse your application.* |
| *Dean’s Name*  |  |

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| ***C09. Declaration*** *I/We agree to:** *Submit a final report upon completion of the project.*
* *Actively share the results of the project within the KPU community, options to share include: (select all that apply)*
	+ *Writing a blog post for the Teaching & Learning Commons*
	+ *Being interviewed by staff in the Office of Teaching & Learning, for a feature in a newsletter, podcast, or on the website*
	+ *Presenting on the project at the Annual Symposium, KPU Day, or other appropriate internal opportunity for professional development*
	+ *Sharing the artefacts of the project (which may include assignment guides, rubrics, learning resources, or instructional plans) by uploading a copy of these into our institutional repository (KORA) under an open, Creative Commons license which allows others to freely adapt, modify, copy, and/or redistribute the material for teaching and learning related purposes*
* *Submit project proposals to the* [*KPU's Research Ethics Board*](https://kpu.ca/research/research-ethics/standard-reb-application)*for approval, if applicable.*
* *Acknowledge support of the Teaching & Learning Innovation Fund during presentations or in related publications.*
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| ***Date:*** |  |
| ***Signature (electronic signature accepted):***  |  |

This program is sponsored by the Office of the Associate Vice President, Teaching & Learning