



**Scholarship of Teaching and Learning Program
Teaching Fellow - Application Form 2021**

PART A: TO BE COMPLETED BY APPLICANT

INSTRUCTIONS:

1. Applicants should read the Scholarship of Teaching and Learning Program [guidelines](#). Applications must be prepared with these guidelines in mind, particularly with respect to established criteria and purpose of the fund.
2. All **full-time tenured faculty** are invited to apply.
3. One award will be granted for a two year term.
4. Completed applications are to be submitted to the Dean/Director.

APPLICANT (Include rank, department, faculty/college/school and contact information)

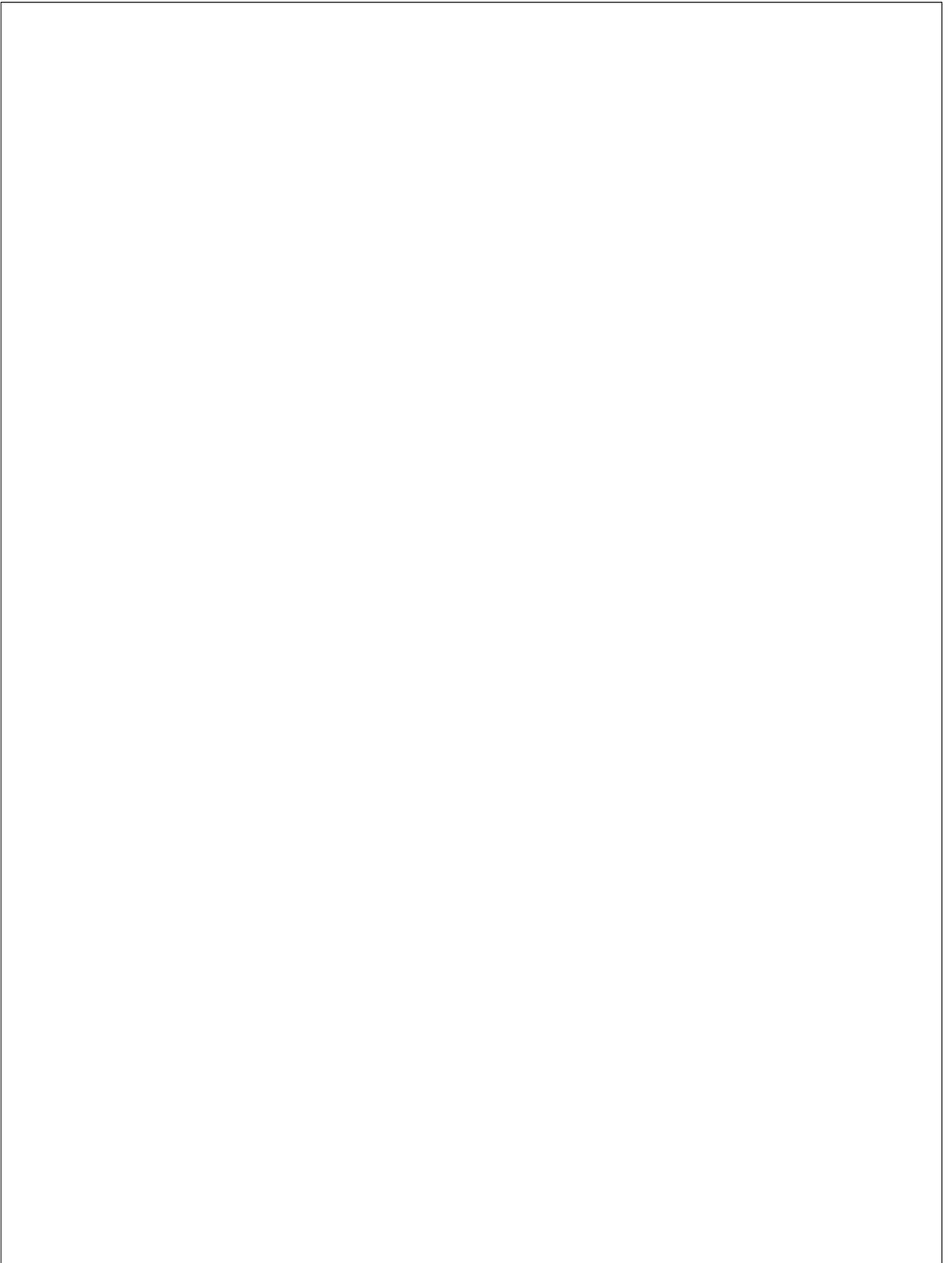
PERSONAL STATEMENT: Describe how will this Teaching Fellow award will support your goals of achieving excellence in postsecondary education-research?

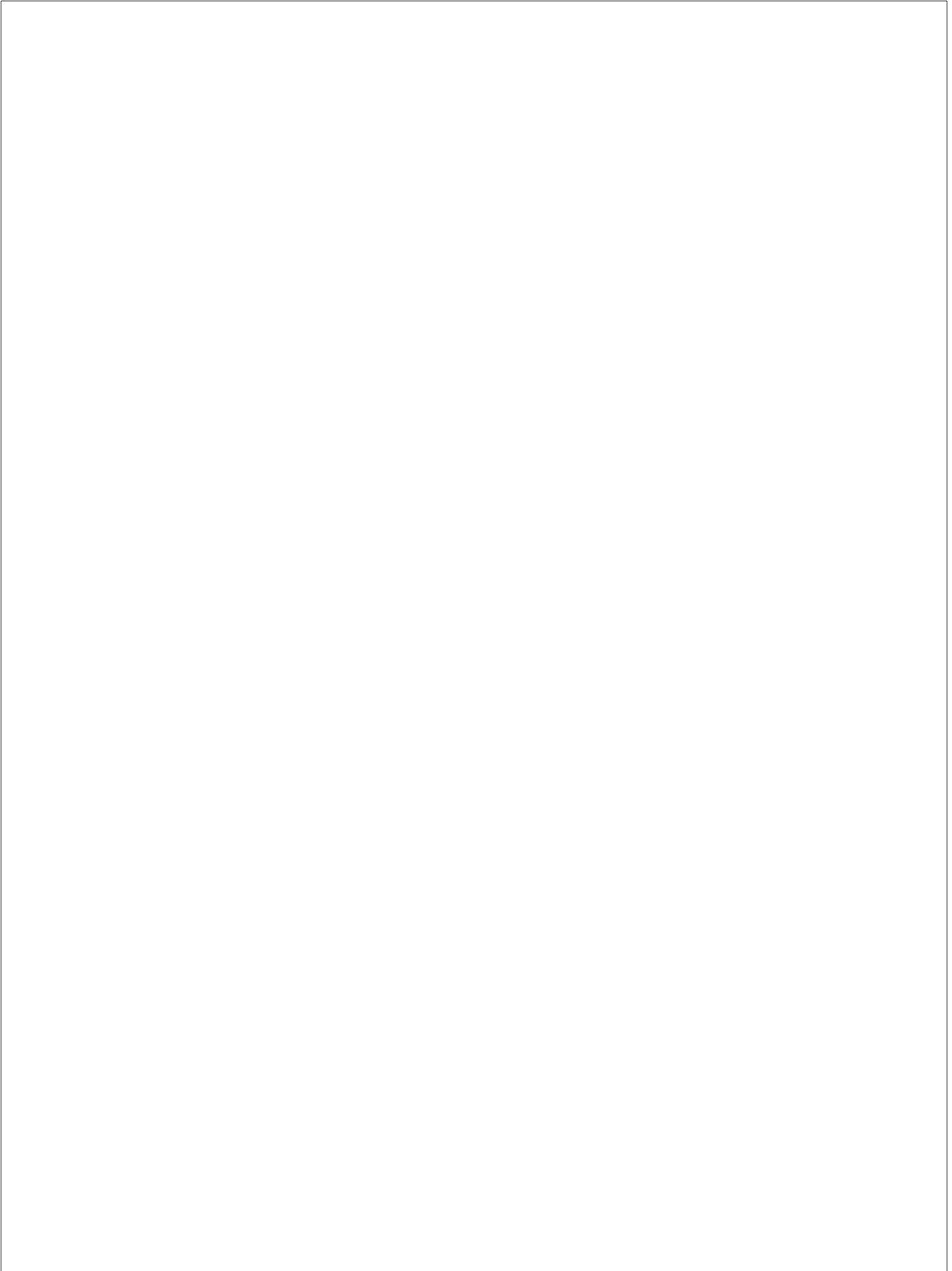
PROPOSAL:

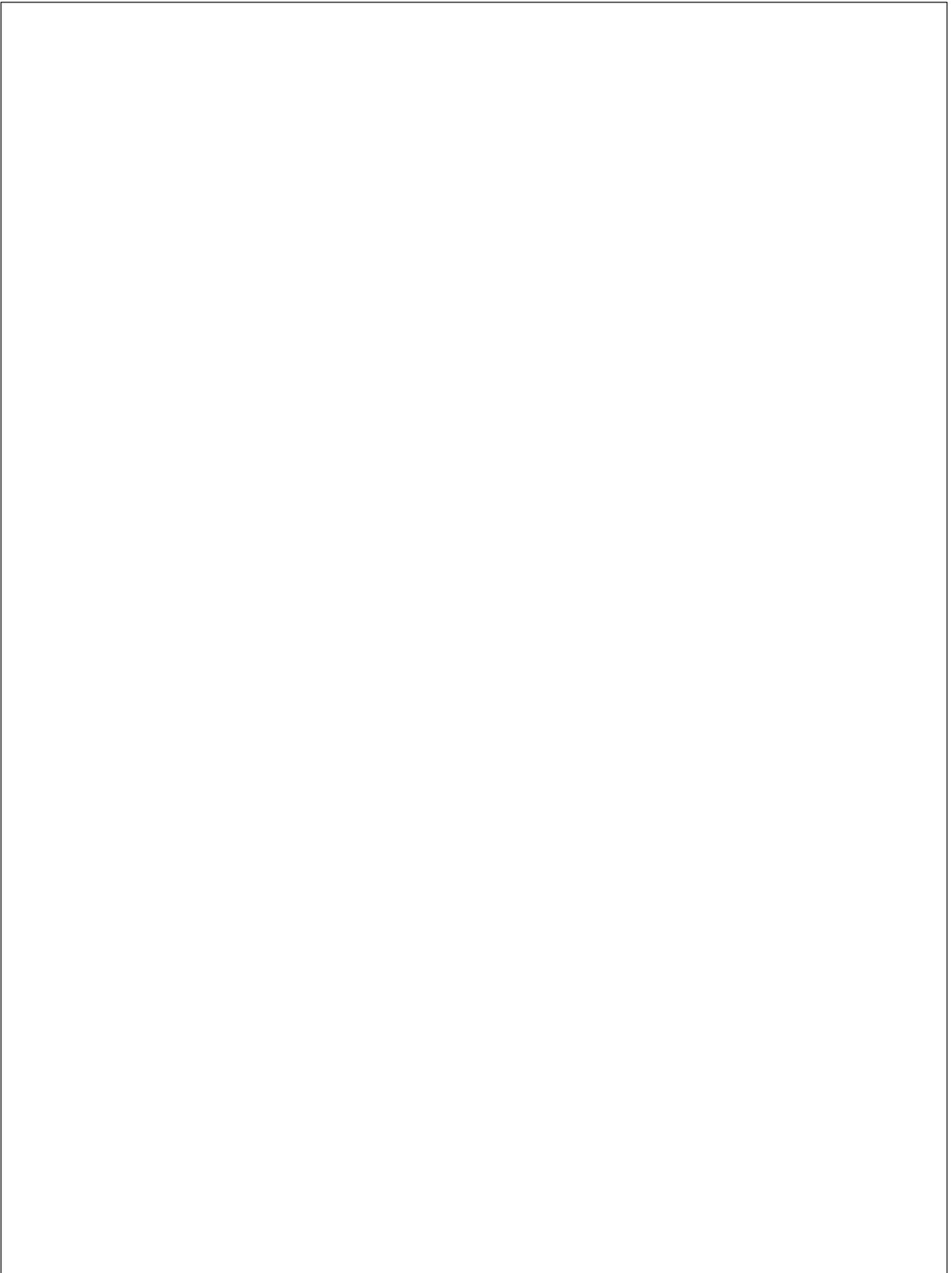
Abstract - not to exceed 250 words - summary of the project; explanation of why outcomes are valuable to the unit and university; highlight the methods for achieving the outcomes.

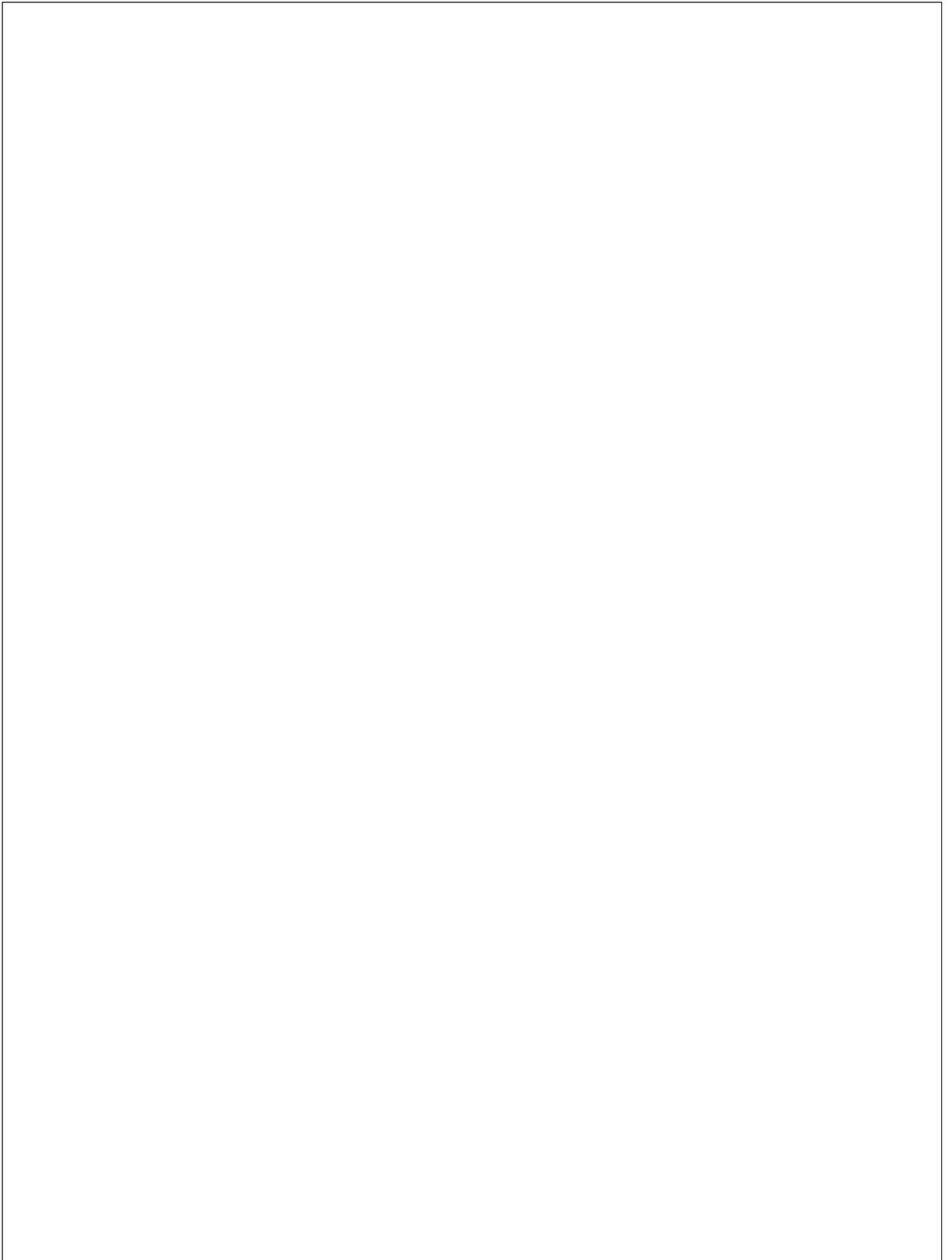
Project Narrative – not to exceed 2500 words (excluding references); must address each of the following:

- a. **Specific Aims** - overall purpose, specific objectives, specific research questions to be answered, rationale for why it should be funded (relation of the project to unit mission and priorities; include any planning or pilot work; impact on undergraduate or graduate teaching and learning)
- b. **Literature Review** - A brief review to illustrate that the project is grounded in research; demonstrate knowledge of the issues; provide a conceptual framework; need and/or novelty of the project.
- c. **Methods** - explain overall project plan and all activities; explain rationale for the methodology and how it supports the project. Include any potential limitations and how these may be mitigated.
- d. **Evaluation** - describe how success will be assessed; detail what will be measured and how; why the measures are appropriate; data collection, instruments, statistical methods. Link the evaluation to the outcomes/objectives; formative and summative evaluations as appropriate.
- e. **Knowledge Dissemination** - describe how the results of the project will be communicated to the UM community and within your field.
- f. **Human Subjects** - explain the steps you have taken or will take in the ethics process.
- g. **Timeline** - timeline of proposed activities - annotated list of dates and activities is preferred.









FUNDING REQUEST: Maximum \$25,000

Provide a detailed budget with itemized expenses:

Personnel Costs (include benefits, pay levy, etc.):

Equipment (Only eligible if the equipment is the study matter):

Materials and Supplies:

Knowledge transfer and exchange:

Other (please justify below):

TOTAL REQUESTED

NOTE: Travel is not an eligible expense

BUDGET NARRATIVE (Include justification of budget line items noted above)

MATCHING OR IN-KIND SUPPORT FOR THE PROJECT (This is a requirement of the Teaching Fellow Award)

Amount

Source

Details:

TIME COMMITMENT: Provide details regarding on how you will be able to fulfill the 50% time commitment for a two year term to engage in the Teaching Fellow program.

RESEARCH ASSOCIATE SUPPORT: Provide details regarding on how you will be able to utilize the 0.3 FTE research associate support that will be assigned to you by CATL.

PLEASE ATTACH THE FOLLOWING SUPPORTING DOCUMENTATION TO YOUR APPLICATION:

1. Full teaching dossier, including a statement of teaching philosophy and a description of your educational leadership within and between units at UM and external to UM
2. *Highlights* of a research dossier
3. *Highlights* of a service dossier
4. An *abbreviated* curriculum vitae
5. Letter of Support – Dean or Director

(Submit completed application to your Dean/Director)

PART B: TO BE COMPLETED BY DEAN/DIRECTOR

DEAN/DIRECTOR – Please explain and indicate the level of funding required (standard sessional rate for your unit) for course replacement (or other arrangement) to ensure the required 2 year, 50% time commitment of the Teaching Fellow applicant:

(OPTIONAL) RANKING (by Dean/Director)

This proposal ranks # out of the submissions from my unit.

SIGNATURE

Dean/Director

Date

(Submit completed application and supporting materials to SOTL@umanitoba.ca)