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**Scholarship of Teaching and Learning Support Fund**

**Major Projects - Application Form 2023**

**PART A: TO BE COMPLETED BY APPLICANT**

INSTRUCTIONS:

1. Applicants should read the Scholarship of Teaching and Learning Support Fund [guidelines](https://umanitoba.ca/about-um/provost-vice-president-academic/academic-supports-faculty#scholarship-of-teaching-and-learning-support-fund). Applications must be prepared with these guidelines in mind, particularly with respect to established criteria and purpose of the fund.
2. All full-time tenure track/tenured faculty and probationary/continuing instructors and librarians are invited to apply.
3. Up to three projects will be approved to a maximum of $25,000 per project.
4. Completed applications are to be submitted to the Dean/Director/University Librarian for signature.

PROJECT LEAD

Name: Click or tap here to enter text. Rank: Click or tap here to enter text.

Department: Click or tap here to enter text. Faculty/College/School: Click or tap here to enter text.

Email: Click or tap here to enter text.

PROJECT TITLE (Please provide a descriptive title)

Click or tap here to enter text.

Have you consulted with The Centre for the Advancement of Teaching and Learning on this proposal:

Yes  No If yes, who: Click or tap here to enter text.

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.

Click or tap here to enter text.

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

* 1. **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).
  2. **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.
  3. **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.
  4. **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.
  5. **Ethical Considerations** – describe plans pertaining to ethical conduct and to obtaining human subjects research approval
  6. **Interdisciplinarity** – explain how interdisciplinary collaboration, ideally across units, will help to bring innovative ideas forward in this project.
  7. **Knowledge Dissemination -** describe how the results of the project will be communicated to the UM community and within your field.
  8. **Timeline** - timeline of proposed activities - annotated list of dates and activities is preferred.

Click or tap here to enter text.

IMPACT STATEMENT: Describe the importance of the initiative, impact relative to investment, and the alignment with the University’s strategic priorities as outlined in [Our Shared Future: Building on our Strategic Plan](https://umanitoba.ca/strategic-plan) (not to exceed 150 words).

Click or tap here to enter text.

ALIGNMENT WITH SoTL METHODOLOGY: Explain how the project fits the definition of SoTL as defined in the Call for Proposal Guidelines and uses SoTL methodology to address the project’s goals and objectives (not to exceed 150 words).

Click or tap here to enter text.

FUNDING REQUEST: Maximum $25,000 per project

Provide a detailed budget with itemized expenses:

Personnel Costs (include benefits, pay levy, etc.): Click or tap here to enter text.

Equipment (only eligible if the equipment is the study matter): Click or tap here to enter text.

Materials and Supplies: Click or tap here to enter text.

Knowledge Transfer and Exchange: Click or tap here to enter text.

Other: (please justify below): Click or tap here to enter text.

TOTAL REQUESTED: Click or tap here to enter text.

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

Click or tap here to enter text.

MATCHING OR IN-KIND SUPPORT FOR THE PROJECT (This is a requirement of a Major Project)

Amount: Click or tap here to enter text. Source: Click or tap here to enter text.

Details: Click or tap here to enter text.

LETTER OF SUPPORT – Dean, Director, or University Librarian

LETTER(S) OF SUPPORT – Collaborating Unit(s), if applicable

Please attach the letters of support to your application.

*(Submit completed application to your Dean/Director or University Librarian)*

**PART B: TO BE COMPLETED BY DEAN/DIRECTOR OR UNIVERSITY LIBRARIAN**

*(OPTIONAL)* RANKING (by Dean/Director or University Librarian)

This proposal ranks # Click or tap here to enter text. out of the Click or tap here to enter text. proposals from my unit.

SIGNATURE

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Dean/Director/University Librarian Date

ADDITIONAL SIGNATURES (If project is collaboration between units)

SIGNATURE

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Dean/Director/University Librarian Date

SIGNATURE

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Dean/Director/University Librarian Date

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