

# Teaching | Learning Grants Program

Administered by the Teaching and Learning Support Service (TLSS)

**Deadline for submitting an application: June 15, 2017 (4 p.m.)**

**Eight copies** of the proposal application must be submitted to the TLSS office.

**\*Important**

*Adobe Reader 9 is required to make use of the functionalities within this form.*

## Proposal Application

PROJECT TITLE:
PROJECT LEADER: TEAM MEMBERS (IF APPLICABLE):
PROJECT PERIOD: (DATES) FROM: TO:
DEPARTMENT/FACULTY:
TELEPHONE: E-MAIL:
TOTAL AMOUNT REQUESTED:
FUNDS REQUESTED FROM OTHER SOURCES : <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, SPECIFY AGENCY :

## Areas of Innovation

My project falls in one of the following areas (select the category that applies):

- The development of educational resources (for a particular course) that facilitate student learning, resulting from a specific need.
- The implementation of innovative teaching strategies (in a specific course) designed to improve student learning.
- The measurement and/or assessment of the effectiveness of an innovative teaching strategy (in a specific course) that will contribute to the advancement of knowledge in the field of university teaching.

## Abstract

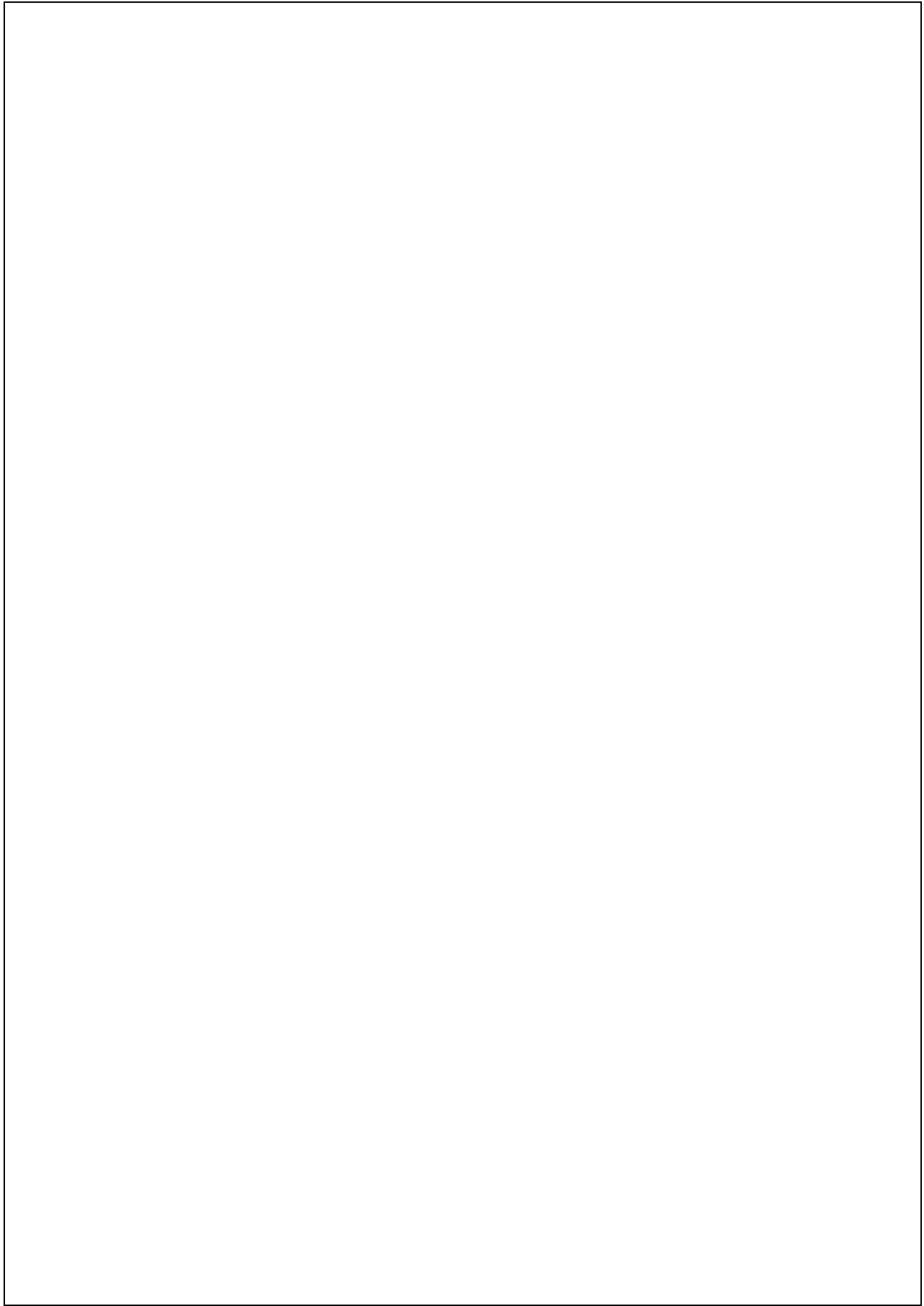
In 100 words, describe the scope, objectives and intended outcomes of the project. This abstract may be used for the purposes of project promotion.

## Project Description

Your project description is in fact a detailed action plan that must include the following:

- Project objectives, rationale, relevance and significance;
- Methods and procedures with justification;
- A description of previous work relevant to the project – explain how your previous experience (research, teaching, etc.) is informing the current project;
- Evidence of collaboration where the perspectives of several disciplines are combined; and
- Description of the facilities required and a statement confirming their availability;

Be sure to describe your project in terms that academics from different disciplines can readily understand.



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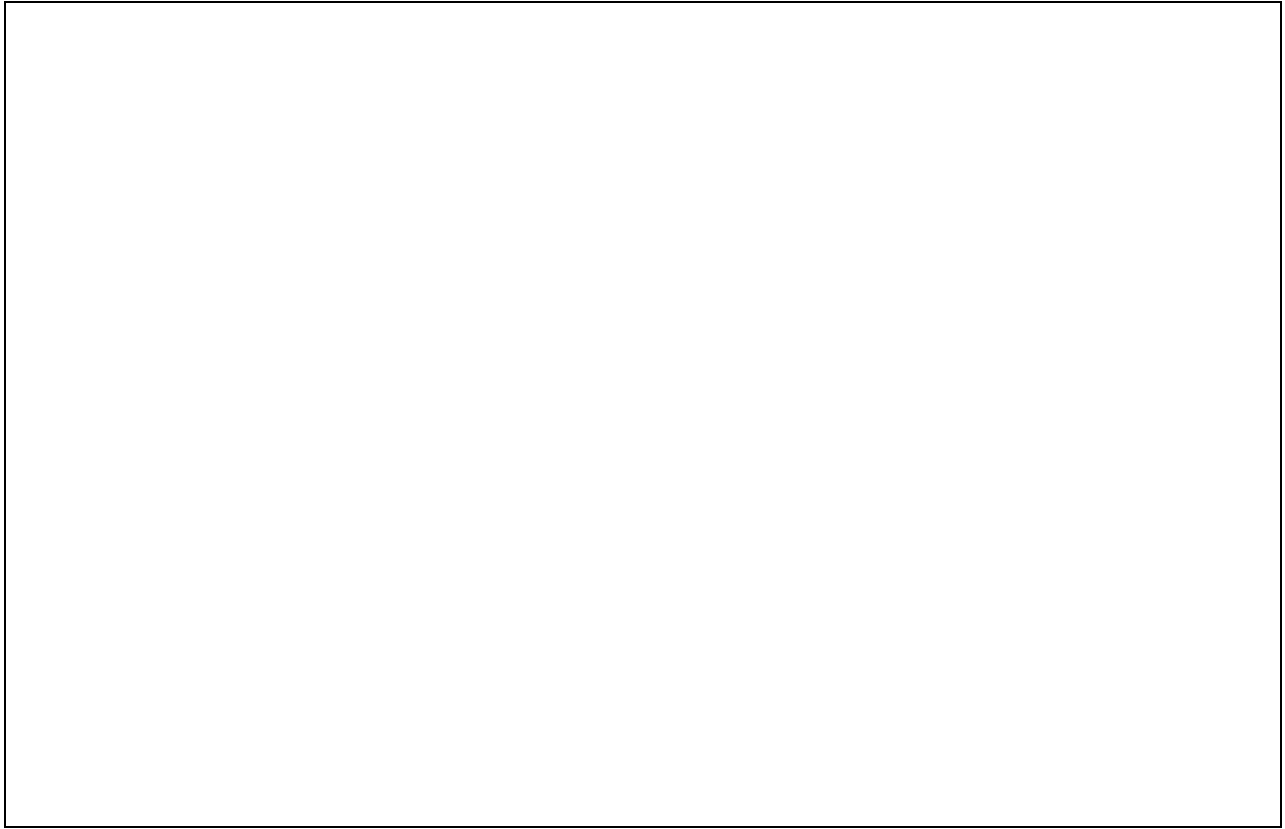
### **Context for Innovation**

Explain how your project contributes to innovation in current teaching/learning practices in your disciplinary context.

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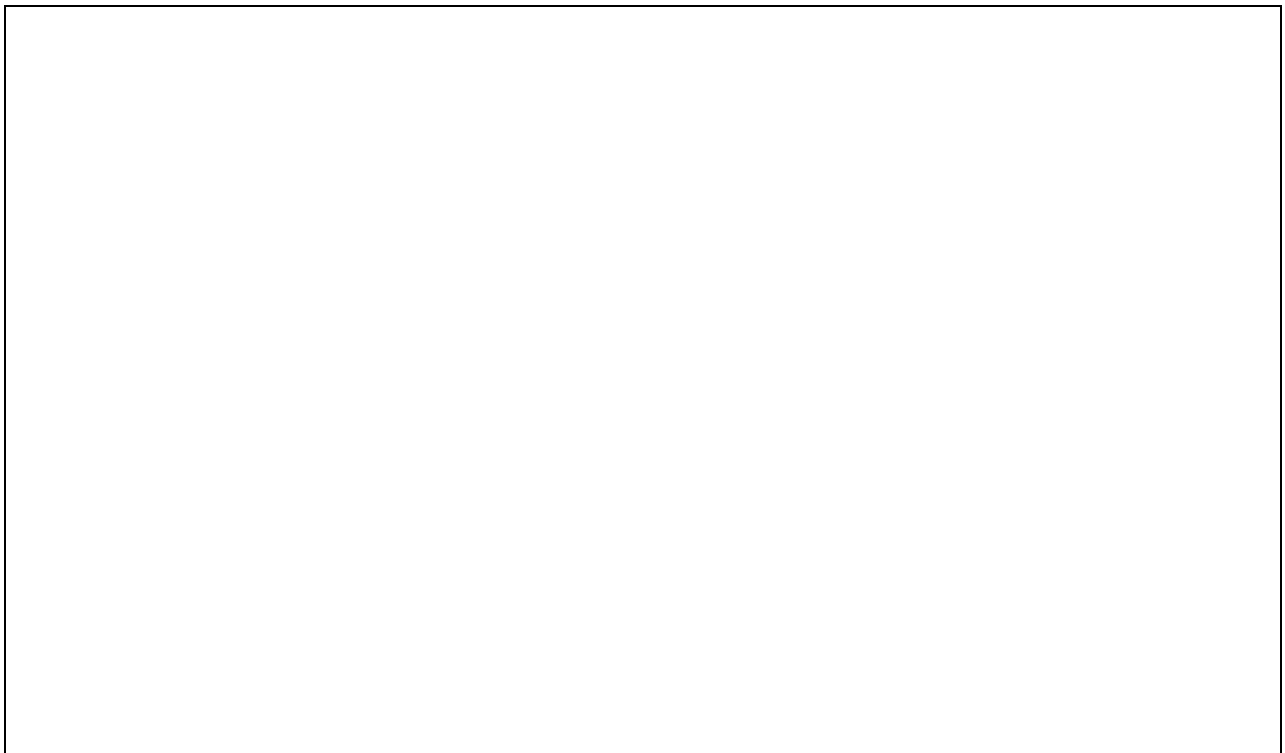
## **Project Evaluation**

Describe how you will assess the success of the project once completed.



## **Timeline**

Describe the different stages of the project over the course of the granting period.



## Dissemination and Follow-Up

Describe how the project will be supported after the granting period and how the project's results will be disseminated.

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## Budget

Describe how the requested funds will be used and justify each expense in the projected budget. Provide a brief job description of all salaried positions/tasks. Please, **use the table provided, as well as the additional section for justifications.**

**Importante Note:**

- *Costs related to tasks that are commonly part of planning a course (such as annotated bibliographies, lesson plans, textbooks for students, reprography fee, professor's salary) are not covered;*
- *Equipment purchases and travel fees will not be funded.*

## Budget Summary

Type of costs:	Amounts
1. Personnel salaries and benefits	
2. Other costs (specify)	
<b>TOTAL</b>	

3. What support, financial or other, are you receiving from your Department and/or Faculty?

4. Specify other sources of support:

5. Justifications.

## Checklist

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Deadline to submit a proposal: <b>June 15, 2017 (4 p.m.)</b>	<input type="checkbox"/>
Completed Proposal Application ( <b>8 copies</b> )	<input type="checkbox"/>
Letters speaking to the merits of the proposed project	<input type="checkbox"/>
- Dean	<input type="checkbox"/>
- Department Chair	<input type="checkbox"/>
Cost Estimates from the Centre for e-Learning (if applicable)	<input type="checkbox"/>

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Teaching and Learning Support Service (TLSS)  
136 Jean Jacques Lussier  
Vanier Hall, Room 1015  
Telephone: 613-562-5300