



Teaching | Learning Grants Program

Administered by the Teaching and Learning Support Service

TLSS
Teaching and Learning Support Service
tlss.uOttawa.ca



uOttawa

Teaching | Learning Grants Program

Administered by the Teaching and Learning Support Service (TLSS)

Mission

The grants program aims to promote innovation in university teaching through projects seeking to improve the quality of learning and, consequently, the student experience. Proposed projects may be classified into one of the following three areas:

- Development of educational resources (for a particular course) that facilitate student learning, resulting from a specific need;
- Implementation of innovative teaching strategies (in a specific course) designed to improve student learning;
- 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 teaching¹.

Eligibility

- Projects may be submitted by **full-time or part-time professors** and must be supported by the Chair of the Department/School and the Dean. The proposed projects must be new initiatives; requests to fund current or ongoing initiatives will not be considered.
- This year projects are admissible for one type of grants:
 1. Grants for the development of French language teaching and learning materials funded through the FITEF (*Fonds d'initiatives technologiques en français*) program² whose financial resources come from the Canada-Ontario Agreement (COA).
- Projects funded are to be completed within one year.

¹ Note that projects from the third category may require ethical clearance. Recipient of a grant must provide proof or ethical clearance in order to have access to funds.

² Funds granted through the FITEF program are subject to external regulations and must be spent by March 1st, otherwise any unused portion of the grant must be returned.

Evaluation of Applications

- Proposals will be evaluated according to the following criteria³:
 - Impact on the quality of university teaching;
 - Impact on the quality of student learning and the student experience;
 - Innovation in teaching and/or originality of the project within the field of study;
 - Feasibility of the project timelines and funding;
 - Clarity and coherence of the project description.

- Proposals may be funded in full, in part or rejected. The Committee's decisions are final and are not subject to appeal.

- Once a proposal is accepted, a letter will be sent to the project leader announcing the Committee's decision and the terms of the grant. The Dean and the Department Chair will also be notified. The applicant must accept the terms and conditions of the grant in writing.

- Applicants whose proposals are rejected will be sent a letter explaining the reasons for the decision. Proposals may be modified and re-submitted for consideration in a subsequent competition.

- Proposals will be evaluated by a Committee composed of the following members:
 - one representative from the TLSS (Chair of the committee);
 - one representative from the office of the Vice-President Academics and Provost;
 - one full-time professor (from the sciences and engineering);
 - one full-time professor (from the social sciences and the humanities);
 - one part-time professor;
 - one student representative (from the sciences and engineering);
 - one student representative (from the social sciences and the humanities);
 - one secretary (without voting rights),

Note: The Chair may invite additional persons to join the Committee's deliberations in an advisory capacity without voting rights (for example, a specialist in pedagogy or technology).

Grant Funds

Once the offer of a grant has been accepted, an account in the project leader's name will be created from which the approved costs for the project will be withdrawn.

The recipient must submit a report to the Teaching and Learning Support Service in the month following the end of the project. This report must include a financial statement⁴ and the results of the evaluation of the project.

³ Note: The rubric is available on our website.

⁴ Note: All unused funds will revert back to the Grants program.

The recipient must collaborate with the Teaching and Learning Support Service team to:

- Identify ways to disseminate the project's results (such as, presenting during one of the TLSS's lecture series, facilitating of a workshop, or participating at a poster display);
- Write a two page summary of their project's results for the TLSS website.

The recipient authorises the University of Ottawa and its constituents to use, for pedagogical purposes, all materials and resources developed through a project funded by the Teaching | Learning Grant Program, at no cost.

Application Procedure

Application forms are available on the Teaching and Learning Support Service (TLSS) website: tlss.uOttawa.ca

Project proposals (**eight copies**) are to be submitted to the Teaching and Learning Support Service, 136 Jean-Jacques Lussier, Room 1015, on or before the deadline posted on the TLSS website.

Next deadline: June 15, 2017 (4 p.m.)

The applicant's department/unit or Faculty/School must support the project. The nature of the support must be included in the application, for instance:

- | | |
|-------------------------|---------------------------------|
| a) Financial support; | d) Space; |
| b) Release time; | e) Reprography costs; |
| c) Clerical assistance; | f) Equipment and material, etc. |

Projects requiring an ongoing financial commitment beyond the grant period must be supported by the department/unit or the Faculty/School involved.

Applications must be accompanied by letters from the Dean and the Department Chair speaking to the merits of the proposed project.

Applicants must submit cost estimates from the Centre for e-Learning for any project involving media production, video production, graphic design, electronic imaging or any related service. Consultation is available free of charge from the Centre for e-Learning to applicants wishing to discuss their projects. The evaluation of the project by the Centre for e-Learning takes approximately **three weeks**. The resulting estimate must accompany your application.

Should you have any questions, contact Nancy Vézina at 613-562-5800 extension 3899 or by email at Nancy.Vezina@uOttawa.ca.