

Mind the Gap: K-16 Partnership Project Grant Application Guidelines

Thompson Rivers University's (TRU's) Centre for Excellence in Learning and Teaching (CELT) and School of Education are supporting pedagogical and curricular connections between regional K-12 partners and TRU. The intent of the K-16 Partnership Project Grant (K-16 Grant) is to support projects that can:

- increase knowledge transfer between secondary school teachers and university faculty members with respect to curricula and pedagogical practices in each sector;
- ease transitions for students between grade 12 and 1st year university, and improve retention into 2nd year; and
- spread awareness and practice of research-based assessment strategies common to both secondary teachers and university faculty members, and showcase instructional practices that use these assessment strategies.

Funded by a TRU Strategic Initiative Fund, applicants are invited to apply for grants of up to \$2500 that satisfy one or more of the criteria listed above.

Funds are awarded on the basis of merit. All grant applications are peer-reviewed by the Centre for Excellence in Learning and Teaching. Adjudicators will seek equitable distribution of funds but will make the final decision regarding merit.

Merit will be judged on the basis of the following criteria:

- The project is judged as feasible, given the scope, timelines and qualifications of the applicant.
- The project is likely to produce tangible results that benefit students in ways related to the three bullet points listed above.
- The project relies on collaboration between faculty at TRU and teachers in SD73, or another regional educational K-12 partner.
- The project includes a plan for mobilizing the knowledge and sharing outcomes with the intended community.

Eligibility:

TRU faculty are eligible to apply in partnership with a local educational partner.

Eligibility includes all faculty members with ongoing or tenure-track appointments, and term-certain faculty holding appointments of more than one year and not in the final year of those appointments. Those holding sessional or one-year term-certain appointments may contribute to and receive funding from an approved project, but they are not eligible to apply directly for funding from the K-16 Grant. Students may be involved on projects as co-applicants with a faculty supervisor.



Use of Funds:

Note: All expenses must be submitted by TRU faculty or staff and must adhere to TRU's current Purchasing Policies.

- Funding may be used to pay for research assistants, but neither a grantee nor a member of the grantee's family may receive remuneration from the grant.
- Funding may be used to pay for travel directly related to the project, including travel by research assistants in the performance of their assigned duties.
- Other items necessary for completion of the project (e.g., supplies, transcription services, technical services, etc.).
- Normally, the purchase of subscriptions, computers and major equipment will not be considered unless a compelling rationale is included in the budget.
- Projects requesting retroactive funding will not be considered.
- Release time for K-12 partners – invoicing from the partner organization must be provided.
- Projects should be completed and expenses reconciled by March 1 of the academic year of application to allow for processing time prior to the end of TRU's fiscal year end.

Funds from the K-16 Grant are *not* intended to provide:

- Release time for faculty.
- Tuition and travel costs affiliated with completion of degrees and coursework.
- Travel costs for co-researchers or collaborators not specified in the application.
- Funding for publication.

Components of the Application:

1. Description of the Project Idea (350 words maximum)
Clearly describe your project idea, including what you would like to accomplish within your partnership, what work will be involved, and what you expect the outcomes and benefits to be.
2. Knowledge Mobilization/ Sharing Plan (200 words)
How will you share what you learned in this partnership with others? How will TRU and the partner school be engaged?
3. Signed Letter of Support from School Principal
4. Signed Letter of Support from Dean or Director
5. Budget
Provide a budget and concise justification (one page maximum). Please refer to specific guidelines below if relevant.

School/School District Teachers. Number of half-days to be released. Cost per half day:
Estimate \$220 (only include release where a TTOC is booked)

Bussing. Consult with School District Facilities Transportation for cost estimate



TRU Research Assistants. Each employee's title and type of work to be performed, the estimated number of hours/months to be worked, and the rate of pay per hour/month plus 12% benefits. See the [Research Office's Guidelines on Student Research Assistants](#) for more information.

Travel costs. Include the purpose of the travel for each destination, names of individuals travelling, mode of travel, cost of meals and lodging, and the number of days of the travel.

Other Expenses: Expenses must be specific and justified in relation to how they will strengthen your partnership.

Eligible expenditures will adhere to TRU's Purchasing guidelines and may include but are not limited to:

- Salaries/benefits for undergraduate and graduate students, and postdoctoral fellows;
- Teachers Teaching On Call costs for participating K-12 partners;
- Travel for field work and/or conferences (rationale for conference presentations must extend beyond CV enhancement and standard networking opportunities);
- Communications (teleconferencing, long distance phone);
- Meeting expenses with K-12 partners;
- Costs of holding a workshop or event;
- Expenses for Guest Presenters or others must be pre-arranged with the Project Coordinator.

6. Relevant Supplementary Material (Optional)

Conditions of the Award:

Funds may be used only for the project and purposes described in the application. Where applicable, ethics review must be completed before the funds are released to the recipient.

1. **Use of Funds:** Expenditures may be made only for those cost elements identified in the application. Minor transfers of funds from one budget category to another may be permitted. Major transfers or the use of funds for a previously unspecified expense or a new budget item requires prior approval by CELT.
2. **Term:** As this is a SIF-funded project, funds must be reconciled by March 1 of the academic year of application.
3. **Reports:** A short report on the work funded must be submitted to the CELT within two months of the termination date. Award recipients will be asked to present their project at an end-of-year event.
4. **Equipment & Library Acquisitions:** Equipment or library materials such as books, journals, reports, microfilm, etc., acquired with K-16 Grant funds are the property of TRU. Upon completion of the project, control of these items are to be transferred to the recipient's Department, the TRU Library, or at CELT's request, to some other Department or unit within TRU.

Submission Instructions:

Applications must include cover sheet, include all relevant attachments and be emailed to celt@tru.ca.