Makerspace Faculty Grant (MSFG)

Overview

Proposals are invited from University Instructors, tenure-track, and tenured faculty who are interested in enhancing and building the classroom experience by adopting or experimenting with instructional approaches that challenge, support, and encourage students using technologies and modalities supported by the TRU Makerspace. This proposal <u>must be scoped and designed to work with the pedagogical and logistical framework of the makerspace, including not interfering with access to the space by other users and centering hands-on learning, user choice, and autonomy.</u> In addition, faculty can use this grant as a 'proof of concept' for other applications for curriculum changes both within and outside of the makerspace, and for future funding.

The support provided by this grant is focused on supporting students as partners in roles such as co-designers, co-researchers, student project managers, or as research assistants. All grant awardees will work with the Makerspace Librarian to help identify and manage the scope and outcomes of the project, work with CELT Coordinators to ensure strong pedagogical connections in their work and join the TRU Makerspace Community of Practice (CoP) as an active and engaged Makerspace mentor.

Streams

Grant applicants are asked to present a rationale for how their project connects to each of these streams in their application:

- Experiential pedagogy
- Student Interest/User Driven*
- Curricular innovation

*Allows learners to focus their course activity/assignments on an area, technology, or modality of personal interest supported/approved by the instructor and the content focus

Objectives

- Increase the creation, adaptation, adoption, and integration of high-quality innovation in pedagogy, using the TRU Makerspace, in TRU campus-based courses.
- Grow capacity at the TRU Makerspace to support and sustain pedagogical innovation.
- Engage with the TRU community to increase awareness of teaching and learning innovation using Maker modalities and pedagogies.
- Become a member of the Makerspace Community of Practice to ensure strong curricular integration into your classroom activity or activities based around the TRU Makerspace.

Funding

Successful applicants may receive up to $2,000. We anticipate offering 2 awards.

Deadline: **February 24, 2023 at 6:00 p.m.**

Results: Awards will be announced by mid March. Projects begin on **April 1, 2023 and end March 31, 2024**.

Final reports are due **after the project has ended.**

All grant funds must be used (and receipts submitted) no later than **March 1, 2024.**

Duration: 12 months (with interim report at 6 months and final at 12 months); Projects needing time beyond 1 year can apply for an extension* for the project (on a case-by-case approval basis), in writing to CELT, at least 6 weeks before the end of the project; however, funds should be spent in the one-year time frame for which the grant was awarded.

*An extension is for CELT coaching and mentoring support - it does not allow for an extension of the funds into the next fiscal year.

Eligibility

- Faculty members may individually or jointly submit grant proposals. The lead applicant must be named and must be a full-time continuing faculty member. Faculty members with other term appointments, non-academic staff, community members, and students may be co-applicants.

- Principal Applicants to the MSFG cannot hold more than one MSFG concurrently. Co-applicants can be involved in more than one active MSFG project at a time.

- Applicants can hold a MSFG and other external grants (e.g., BC Campus) to develop the same project, if the use of the funding meets different project outcomes.

- Proposals that overtly support the institutional learning outcomes at TRU**, and

    - engages student designers, assistants/co-researchers in the project
    - has an innovation focus utilizing the Makerspace at TRU
    - integrates a clear curricular scope and intention for the Makerspace
    - has a knowledge mobilization plan (for end of project scholarly dissemination)

  will be prioritized.

  *** Institutional Learning outcomes:*

  Communication, Teamwork, Lifelong Learning, Social Responsibility, Knowledge, Critical Thinking and Investigation, Indigenous Knowledge and Ways, Intercultural Awareness

Eligible Expenses

- Support for student assistants/co-researchers to perform tasks related to the project (e.g., using the Makerspace, supporting the creation of Makerspace assignments, research within the Makerspace, writing, editing, translation, graphic design, and audio or video recording services).
- Honoraria for Elders, contributors, or collaborators.
- Materials (consumables) for the class project(s) are eligible.
- Meeting expenses (catering, etc.).

Ineligibility

- Proposals for the creation or development of technologies, new systems, or platforms are not eligible for this funding.
- The MSFG will not fund equipment purchases.

- The MSFG cannot be used for travel funding.
- The MSFG cannot be used for course release or faculty stipend reimbursement.

In Kind Support

The Makerspace Librarian/staff and CELT will provide in-depth information, consultation, and support to any perspective applicant with an interest in enhancing the classroom and curricular experience by adopting innovative technologies or other pedagogical approaches, using the Makerspace at TRU, that challenge and encourage students. Application should **include a letter of support from the Makerspace Librarian/staff to show consultation on this project before application.**

These services might include:

- Coaching and mentoring in the SoTL research process, as needed (CELT)
- Coaching and supporting faculty in working with students as partners (CELT)
- Consulting on EDI, Indigenous ways of knowing, and Universal Design for Learning (UDL) principles (CELT and other TRU experts)
- Identifying, evaluating, and creating high-quality Makerspace interventions and pedagogy (Makerspace Librarian/staff)
- Consulting on effective pedagogy implementation to support the projects' teaching and learning goals (Makerspace Librarian/staff, CELT)
- Instructional and open resource design expertise (CELT)
- Project evaluation consulting (CELT)
- Connection via CELT or the Makerspace Librarian/staff to other services at TRU that may be able to support the project, such as:
    - Guidance and consulting on best practices for open licensure, such as Creative Commons
    - Copyright review of third-party materials

Application Process

The Lead Applicant's Chair/Associate Dean, Director, or equivalent must be consulted and agree to support the project in writing (attached in appendix to the application). Applications will be submitted to CELT, with all documents bundled, and submitted to the Grant Submission link.

The full application will consist of:

- Complete Project Proposal Form
- Complete Budget (template)
- Letter/Note of support from the Makerspace Librarian or designate indicating a confirmation of consultation on the project proposal
- Appendix with other materials to support the application, including letter of support from Chair/Associate Dean, Director, and/ or equivalent such as a TRU community partner.

Adjudication Criteria

MSFG proposals will be reviewed by an adjudication committee composed of faculty, students, and staff. Successful proposals will meet the following criteria:

- Shows the support of the Makerspace Librarian in advance of the application.

- Shows the support of the Applicant's Chair/Associate Dean or Supervisor and relevant TRU or community partner(s).

- Describes a clear plan for how the proposal idea for using the Makerspace will be developed and/or integrated into courses to support and enhance institutional, program and course learning outcomes as part of the course design.

- Includes an evaluation plan complete with outcomes-based criteria, assessment, and alignment with program and institutional learning outcomes, that will be used to determine the Makerspace focused project's success and impact.

- Includes a contingency plan for possible COVID-19 restrictions that do not allow for in-person events.

- Commits to release and share the resources resulting from the Makerspace project with an open license, such as a Creative Commons license, that allows others to freely adapt, modify, copy and/or redistribute the resources.

- Adopts or develops materials that are in a format or on a platform that readily enables modifications or reuse of the content, in the Makerspace environment.

- Commits to contributing to an MSFG Showcase, a CELTalk or CELT workshop at TRU (in person or virtual) or other dissemination to facilitate the discovery and sharing of the innovation.

Conditions of the Award

- Join the Makerspace Community of Practice and actively engage with other applicants, the Makerspace Librarian/staff and CELT on best practices for curricular integration during the project lifecycle.
- Mentor future MSFG grant applicants.
- Provide written status updates at the midpoint (6 months) and conclusion (one year) of the projects to CELT.
- Acknowledge support from the Makerspace at TRU, CELT and the MSFG within any adapted or newly created work.
- Share experiences with interested colleagues at TRU events, in media stories, and an agreement that the final product will be open, accessible, and listed on the CELT and Makerspace websites.
- If students develop/co-develop the teaching and learning materials as a part of their coursework, appropriate communication and permissions must be provided.
- If students develop/co-develop the teaching and learning materials as a part of their coursework, they are credited appropriately as co-authors or contributors.
- If the project includes any data collection or engagement of a research focus, research ethics will be expected to be applied for and approved before the implementation of the grant.

Further Instructions

Below you will find a sample of the layout for the electronic submission of your application, so you can prepare in advance for what is needed for uploading to the site.

All documents and other components in the application should be uploaded to the submission site on or before the due date and will be used by the adjudicators to judge the submission.

Please reach out to CELT@tru.ca or the Makerspace Librarian, makerspace@tru.ca if you have questions at any time during the process of applying for this grant.

TRU Makerspace Grant (MS) Application 2023

Instructions

Thank you for your interest in the 2023 TRU Makerspace Grant.

Please carefully read the instructions below before preparing your application.

The application deadline for this round of grants is February 24, 2023 at 6:00 pm. Recipients will receive notification by mid March, 2023.

Any questions about the application or process should be directed to Diane Janes, CELT Coordinator, at djanes@tru.ca

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*An extension is for CELT coaching and mentoring support - it does not allow for an extension of the funds into the next fiscal year.

Please read full details on Eligibility, Expenses and Application information before submitting the application. All process/criteria is found on the CELT webpage site: https://www.tru.ca/celt/awards-and-fellowships.html

SAMPLE only - to apply, fill in the application electronically on the CELT Grant website

TRU Makerspace Grant (MS) Application 2023

Contact Information

* 1. Principal Applicant

Name	
Role (e.g., lecturer)	
Faculty	
Department	
Email Address	
Phone Number	

2. Co-Applicant (if applicable)

Name	
Role (e.g., lecturer)	
Faculty	
Department	
Email Address	
Phone Number	

3. Co-Applicant (if applicable)

Name

Role (e.g., lecturer)

Faculty

Department

Email Address

Phone Number

4. If you have more than 3 additional co-applicants, please enter their name(s) and contact information below.

TRU Makerspace Grant (MS) Application 2023

Project Details

5. Name of your Makerspace project (please keep this fairly concise)

6. Makerspace Project Description:

Define the project, issue, or strategy clearly and concisely, providing any background information essential to understanding the importance of the work proposed. Indicate how your work will make an original innovative contribution to the field of knowledge or practice in the Makerspace at TRU and in your classroom/course. References/ works cited section will not count toward the total word count. (350 words)

7. Brief Literature Review:

Provide a literature review which includes references, where appropriate, to similar or related work. Indicate how your work will make an original innovative contribution to the field of knowledge or practice in the Makerspace at TRU and in your classroom/course. References/ works cited section will not count toward the total word count. (350 words)

8. Students as Partners:

Provide information on how you plan to support students as partners and innovators in addition to being co-researchers, student project managers, and/or as research assistants on this project (250 words)

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9. Stream Rationale:

Provide a rationale for a minimum of one stream connection to your application (a connection to more than one stream is welcomed - 250 words)

- Experiential Pedagogy
- Student Interest / User Driven
- Curricular Innovation

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10. Institutional Learning Outcomes:

Provide a rationale for a minimum of one ILO connection to your application (a connection to more than one ILO is welcomed): • Communication: Connection • Engagement: Lifelong Learning • Exploration: Critical Thinking and Investigation • Local-to-Global: Intercultural Awareness (100 words)

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11. Knowledge Mobilization/Sharing Plan:

Indicate how you will disseminate your results and whether you plan to apply for additional internal or external funding. Provide some indication of the audience for your project and the impact you expect it will have (250 words)

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SAMPLE only - to apply, fill in the application electronically on the CELT Grant website

12. Timeline AND Budget

Timeline: Please provide detailed timelines for the project; key dates and milestones anticipated. (Timeline: 1 page maximum). Budget: Present the budget you are requesting in a table format, identifying how funding will be used by each activity and providing a brief description for each line item. If you plan to hire a student research assistant, please detail what their responsibilities will be, as well as their rate of pay, estimated hours, and amount allocated for research assistance. For other types of expenses, please enter the cost in the "Amount" column. Eligible costs are identified on the grant website. (Budget: 1 page maximum)

Choose File   Choose File   No file chosen

13. Departmental Support

This letter/email must come from your dean and department chair.

Choose File   Choose File   No file chosen

14. Makerspace Support

This letter/email must come from the Makerspace Librarian.

Choose File   Choose File   No file chosen

15. Appendix 1 - Additional Material (if needed)

In addition to all letters of support, add no more than 2 pages of additional material in support of your application

Choose File   Choose File   No file chosen

16. Additional Funding
Please list any additional funding (applied for, or received) for this project, as well as any in-kind support.

SAMPLE only - to apply, fill in the application electronically on the CELT Grant website

TRU Makerspace Grant (MS) Application 2023

Applicant Acknowledgements

By submitting my application, I agree to:

- Provide written status updates at the midpoint (6 months) and conclusion (one year) of the projects to CELT
- Acknowledge support from CELT and the TRU Makerspace within any work.
- Share experiences with interested colleagues at TRU events, in media stories, and an agreement that the final product will be open, accessible, and listed on the CELT website.
- If students develop/co-develop the teaching and learning materials as a part of their coursework, appropriate communication and permissions must be provided
- If students develop/co-develop the teaching and learning materials as a part of their coursework, they are credited appropriately as co-authors or contributors
- If the project includes any data collection or engagement of a research focus, research ethics will be expected to be applied for and approved before the implementation of the grant.
- Budget appropriately and understand that projects needing time beyond 1 year can apply for an extension for the project (on a case-by-case approval basis), in writing to CELT, at least 6 weeks before the end of the project; however, funds should be spent in the timeframe for which the grant was awarded (See application criteria details).

2023-2024 CELT Grant Funding Guidelines

Grants are funded for one year – April 1, 2023, to March 31, 2024.
There are 3 grants to apply for:

- **Makerspace Faculty Grant (MSFG)** – Maximum 2 grants - details - https://www.tru.ca/celt/awards-and-fellowships/makerspace-grant.html
- **Scholarship of Teaching and Learning Grant (SoTL)** – Maximum 5 grants - details - https://www.tru.ca/celt/awards-and-fellowships/scholarship-of-teaching-and-learning-grants.html
- **TRU Instructional Innovation Grant (TiiG)** – Maximum 5 grants - details – https://www.tru.ca/celt/awards-and-fellowships/TRU_Instructional_Innovation_Grant__TIIG_.html

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Budget guidelines for all three grants when filling out your CELT GRANT proposal:

The Budget:

- Ensure your budget includes all your anticipated and detailed expenditures anticipated from the CELT grant. Expenses must be clearly linked to the purpose of the grant.
- Ensure your budget is broken down into individual categories and each category includes the amount of the grant requested to be assigned to that category.
  - For example, if you hire a student, you can show the following intention:
    - Hire a student @ $20 per hour for 40 hours = $800
    - Therefore, when adding up the grant expenditure totals, you have used 800 of your total amount requested.
- Total your budget with all the funds you requested from CELT for the final funding request.
  - You may mention your intention to apply for additional funds from other sources, but this budget SHOULD ONLY INCLUDE the grant monies anticipated from CELT and should only reflect the spending of THOSE funds.

Eligible Expenses:

- If you plan to attend a conference to disseminate your work on this project, you may only apply to have the **conference registration** covered, in your budget.
  - Travel costs and other travel expenses, will need to be covered by other funding (PD, department, non-CELT grant, etc.)

Overall Use of Funds:

- Expenditures may be made only for those cost elements identified in the application.

- Minor transfers of funds (up to $500) from one budget category to another may be permitted, with a written request to the Director (or their designate).

- Major transfers or the use of funds for a previously unspecified expense or a new budget item requires prior approval by the CELT Director (or their designate).

- All expenses follow existing TRU purchasing policies/guidelines.

- Guest speakers may require a PSA/PO which needs to be in place well in advance of the event.

- Tech, furniture, or other capitol expenses, may require additional authorization and may not be covered by this grant. Please contact the CELT for more information

Clearly decide upon the expenditure, then follow TRU Policy on this area of expense, and talk to CELT if you are unsure of the next steps, and <mark>before you purchase</mark>.

For example (as you can see, the scenarios can get complicated)

- you want to hire a student, talk to People and Culture first on eligibility and process.

- you want to purchase computer equipment - depending on the item, talk to IT to ensure compatibility with TRU systems, and to CELT, to ensure the purchase is approved.

- you want to offer an honorarium or hire a person external to TRU - you may need an PSA or PO for the expense in advance of work starting.

- you want to put the expense on your PCard, does it meet PCard rules for expenses?

- you want to travel to a conference – conference registration can be covered by using a CELT grant (as part of your budget); other travel needs are to be paid for using other grants or PD funds.

- is your expense eligible to be submitted via a web requisition?

- if you have more than one funding source, which items will be paid for by your grant from CELT? This needs to be clear before submitting the Grant application. See the section on the Budget on page 1.

Making sure you are clear on what you wish to spend the grant funds on and checking with CELT as to who to talk to or being directed to the process, will ensure your grant supports the exciting work your project entails. <mark>Eligible expenses are found in the Criteria & Sample Application PDF link on the Grant Website.</mark>