

## Scholarship of Teaching and Learning (SoTL) Scholars Grant Program

### Application Guidelines

*Applicants must consult these guidelines before completing the application form*

The SoTL Scholars Grant Program (SSGP) is provided to support research related to the scholarship of teaching and learning (SoTL). The grant is designed to enhance and support applications to other internal and external funding competitions, including but not limited to the TRU Internal Research Fund, BC Campus Funding, EDC Grants, SSHRC, or other relevant agencies. Those who receive SoTL grants are required to become a part of the CELT SoTL community of practice - SoTL SPARK, and they are expected to share, when relevant, the outcomes of their projects with colleagues at TRU. All projects are expected to follow current Covid-19 protocols, in effect for the grant period.

Awards will be a minimum of \$300 and a maximum of \$2000 for SoTL Scholars. For projects that have co- or multiple applicants, all applicants must detail their roles and levels of contribution. The SSGP is a small seed fund which is not intended to provide funding for major projects.

#### **The following priorities apply to all applications:**

**Funds are awarded on the basis of merit.** All SSGP applications are peer-reviewed by the Center 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 proposal is judged as feasible, given the scope, timelines and the qualifications of the applicant.
- The proposal is likely to produce tangible results and contribute to the SoTL community in Canada.
- The plan for mobilizing the knowledge, whether through publication, presentations, or other means will have an impact on the intended community.
- The project invites collaboration within or outside the community, when applicable.

#### **Eligibility:**

Any faculty member who holds a contract for the duration of the granting period is welcome to apply for a SoTL Scholars Grant as Principal Investigator. Those holding sessional or one- year term-certain appointments may contribute to and receive funding from an approved project, as Co-Principal Investigator, but they are not eligible to apply directly for a SoTL Scholars Grant.

#### **Use of Funds:**

*Note: All expenses must be in compliance with [the Tri-Agency Financial Administration Guide](#).*

- 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 a SSGP.
- Funding may be used to pay for conference registration costs directly related to the project, including for research assistants in the performance of their assigned duties. Travel is not funded via this grant.
- 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 and previous approval of CELT is obtained.
- Projects requesting retroactive funding will not be considered.

Funds from the SSGP 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 or any other member of this project, including students.
- Funding for publication.

### **Components of the Application:**

Single or multiple applicants may submit only **one** application per fiscal year.

#### Description of the Research Idea (350 words)

Define the research problem, issue, or project clearly and concisely, providing any background information essential to understanding the importance of the work proposed. Provide a literature review which includes references, where appropriate, to similar or related work. Indicate how your work will make an original contribution to the field of knowledge or practice in which you are working. References/ works cited section will not count toward the total word count.

#### Knowledge Mobilization/ Sharing Plan (250 words)

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.

#### Budget

Provide a budget and concise justification (one page maximum). Personnel costs must include 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 benefits. See the [Research Office's Guidelines on Student Research Assistants](#) for more information, on current suggested rates, etc.

- Travel costs are not covered by this grant, however conference registration for the dissemination of this project is an allowable expense.
- All budgeted items must be clearly linked with the goals and purpose of the Project
- TRU policy must be followed, and if you are unsure do not purchase first, but reach out to CELT for advice.

**Expenses:** Expenses must be specific and justified in relation to how they will strengthen your SoTL Research project. Eligible expenditures must adhere to tri-agency guidelines, follow Covid guidelines, and may include but are not limited to:

- salaries/benefits for undergraduate and graduate students;
- expenses related to conducting a pilot study;
- conference registration (rationale for conference presentations must extend beyond CV enhancement and standard networking opportunities);
- consulting fees required for refining and/or revising the research project; and/or,
- cost of holding a workshop.

**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 applicant.

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:** The term for an award for an SSGP is **12 months**, and, during that time, all SoTL Scholars are invited to participate in retreats and regular meetings, as scheduled. Applicants are required to stay in contact with their assigned CELT coach. Requests for extensions\* should be submitted to CELT. The total term for an SSGP, including any extension granted, may not exceed 18 months. **Applications are due on March 1, and receipts should all be submitted by March 15 of the following year.**
  - a. \*please note - extensions are for continued CELT coaching and mentoring. **Funds cannot be extended** beyond the one year allotment, so must be spent by March 1, following the award. Funds not spent by the project will revert back to CELT.
3. **Reports:** A short report (a template is available) on the work funded must be submitted to the CELT at the 6 month mark and within two months of the termination date of the grant. Award recipients will be asked to present a public lecture, poster, or workshop, or other form of presentation on the project. Subsequent applications can be considered only after receipt of satisfactory final reports.
4. **Equipment & Library Acquisitions:** Equipment or library materials such as books, journals, reports, microfilm, etc., acquired with SSGP funds are the property of the University. Upon completion of the project, these items are to be transferred to the control of the applicant's Department or the Library, or, at CELT's request, to some other Department or unit within the University.

**Submission Instructions:**

Before completing this form, please ensure you have the following documents ready to upload:

- Project description (350 words maximum)
- Knowledge mobilization/sharing plan (250 words maximum)
- Budget details - must be closely aligned with project expenses; other funding sources may be acknowledged but not included in the SoTL grant budget request.

Please reach out to [Celt@tru.ca](mailto:Celt@tru.ca) if you have questions. **The submission deadline for the SoTL Scholars Grant Program is February 24, 2023.**



**SAMPLE only** - to apply fill in the application electronically on the SoTL Grant website

## SoTL Scholars Grant Program 2023 Application Form

### Section A: Preparation and Principal Investigator Information

1. Before completing this form, please ensure you have the following documents ready to upload:

- ☐ Project description (350 words maximum)
- ☐ Knowledge mobilization/sharing plan (250 words maximum)
- ☐ Budget details

2. Name

3. Department

4. Position

5. E-mail address



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## SoTL Scholars Grant Program 2023 Application Form

### Section B: Co-Investigator 1

6. Name

7. Department

8. Position

9. E-mail address

10. If there are additional co-investigators for this project, please list them here, including their names, departments, positions, and e-mail addresses.



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## SoTL Scholars Grant Program 2023 Application Form

### Section C: Project Details

#### 11. Project Title

#### 12. Project Synopsis

#### 13. Project Description

Please upload your file here (maximum 350 words) in one of the following formats: PDF, DOC, or DOCX (File size limit is 16MB).

Choose File

Choose File

No file chosen

#### 14. Project Start Date

Date / Time

Date

15. Anticipated Project End Date

**SAMPLE only** - to apply fill in the application electronically on the SoTL Grant website

Date / Time

Date

 

16. Knowledge Mobilization/Sharing Plan

Please upload your file here (maximum 250 words) in one of the following formats: in one of the following formats: PDF, DOC, or DOCX (File size limit is 16MB).

Choose File

Choose File

No file chosen



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SoTL Scholars Grant Program 2023 Application Form

Section D: Budget Details

17. Budget Details (please list eligible items only, with detailed justification and verified calculations)

Please upload your budget document here in one of the following formats: in one of the following formats: PDF, DOC, or DOCX (File size limit is 16MB).

Choose File

Choose File

No file chosen

18. Please indicate any other funding sources from the following list.

☐ TRU Internal Research Grant

☐ SSHRC

☐ BC Campus Teaching Fellowship

☐ Other

☐ EDC Grant Program

Please indicate total amount of other funding received. If you received a SSHRC grant, please also identify which grant and competition. If you indicated "other," please identify the funding source.

19. Total Amount Requested

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Learning & Teaching

January 31, 2023

## 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\\_TIIIG\\_.html](https://www.tru.ca/celt/awards-and-fellowships/TRU_Instructional_Innovation_Grant_TIIIG_.html)

### 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 before you purchase.**

**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. Eligible expenses are found in the Criteria & Sample Application PDF link on the Grant Website.**