

TRU Instructional Innovation Grant (TIIG)

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.

The support provided by this grant is focused on supporting students as partners in roles such as co-researchers, student project managers, or as research assistants. All grant awardees will also be assigned a CELT Coordinator to help manage the scope and outcomes of the project.

Streams

Grant applicants are asked to present a rationale for how their project connects to a minimum of one stream in their application:

- Community engagement*
- Open practice and technology
- Student engagement, retention, and persistence
- Assessment for learning
- Equity, diversity, and inclusion

(*Includes collaborations with community organizations and nonprofits, school districts and/or small businesses etc...)

Objectives

- Increase the creation, adaptation, adoption, and integration of high-quality innovation in pedagogy, in TRU campus-based courses.
- Grow capacity at TRU to support and sustain pedagogical innovation.
- Engage with the TRU community to increase awareness of teaching and learning innovation.

Funding

Successful applicants may receive up to \$5,000. We anticipate offering 5 awards each year.

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.

Duration: 1 year (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.**

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 TIIG cannot hold more than one TIIG concurrently. Co-applicants can be involved in more than one active TIIG project at a time.
- Applicants can hold an TIIG 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
 - engage student assistants/co-researchers in the project
 - has an innovation focus
 - 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., research, writing, editing, translation, graphic design, and audio or video recording services).
- Honoraria for Elders, contributors, or collaborators.
- Meeting expenses, student busing, Teachers on Call (TOC) costs

Ineligibility

- Proposals for the creation or development of technologies, new systems, or platforms are not eligible for this funding.
- The TIIG will not fund equipment purchases.
- The TIIG cannot be used for travel funding.
- The TIIG cannot be used for course release or faculty stipend reimbursement

In Kind Support

CELT will provide in-depth information, consultation, and support to any perspective applicant with an interest in enhancing the classroom experience by adopting innovative technologies or other pedagogical approaches that challenge and encourage students.

These services can include:

- Coaching and mentoring in the SoTL research process, as needed
- Coaching and supporting faculty in working with students as partners

- Consulting on EDI, Indigenous ways of knowing, and Universal Design for Learning (UDL) principles
- Identifying, evaluating, and creating high-quality interventions and pedagogy
- Consulting on effective pedagogy implementation to support the projects' teaching and learning goals
- Instructional and open resource design expertise
- Project evaluation consulting
- Connection 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)
- Appendix with other materials to support the application, including letter of support from Chair/Associate Dean, Director, and/ or equivalent such as community partner.

Adjudication Criteria

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

- Has the support of the Applicant's Chair/Associate Dean or Supervisor and relevant partners.
- Describes a clear plan for how the proposal idea 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 and alignment with program and institutional learning outcomes, that will be used to determine the 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 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.
- Commits to contributing to an TIIG 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

- Provide written status updates at the midpoint (6 months) and conclusion (one year) of the projects to CELT
- Acknowledge support from CELT and the TIIG 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 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.

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 if you have questions at any time during the process of applying for this grant.



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TRU Instructional Innovation Grant (TIIG) Application 2023

Instructions

Thank you for your interest in the 2023 TRU Instructional Innovation Grant.

Please carefully read the instructions below before preparing your application.

The application deadline for this round of grants is February 24, 2023. 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

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.

The support provided by this grant is focused on supporting students as partners in roles such as co-researchers, student project managers, or as research assistants. All grant awardees will also be assigned a CELT Coordinator to help manage the scope and outcomes of the project.

Streams

Grant applicants are asked to present a rationale for how their project connects to a minimum of one stream in their application:

- Community engagement*
- Open practice and technology
- Student engagement, retention, and persistence
- Assessment for learning
- Equity, diversity, and inclusion

(*Includes collaborations with community organizations and nonprofits, school districts and/or small businesses etc...)

Objectives

- Increase the creation, adaptation, adoption, and integration of high-quality innovation in pedagogy, in TRU campus-based courses.
- Grow capacity at TRU to support and sustain pedagogical innovation.
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Funding

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Deadline: February 24, 2023

Results: Awards will be announced by mid March. Projects begin on April 1, 2023 and end March 31, 2024. Final reports will be expected no later than May 30, 2024.

Duration: 1 year (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 timeframe for which the grant was awarded.**

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

**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>



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TRU Instructional Innovation Grant (TIIG) Application 2023

Contact Information

* 1. Principal Applicant

Name	<input type="text"/>
Role (e.g., lecturer)	<input type="text"/>
Faculty	<input type="text"/>
Department	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

2. Co-Applicant (if applicable)

Name	<input type="text"/>
Role (e.g., lecturer)	<input type="text"/>
Faculty	<input type="text"/>
Department	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

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.



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TRU Instructional Innovation Grant (TIIG) Application 2023

Project Details

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

6. TIIG 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 which you are working. 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 which you are working. 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)

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): • Community engagement • Open practice and technology • Student engagement and persistence • Assessment for learning • Equity, diversity, and inclusion (250 words)

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)

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)

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. Approval

TRUFA members: This letter must come from your dean and department chair.

Choose File

Choose File

No file chosen

14. 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

15. Additional Funding

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



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TRU Instructional Innovation Grant (TIIG) 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 TIIG 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 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 understanding 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 one-year timeframe for which the grant was awarded.



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_TiIG_.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.